

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Key Control in Juvenile Detention and Assessment Center's (JDAC's)**  
Title 15, Section 1326

**Authority:**

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**Purpose:**


To establish a guideline by which Juvenile Detention and Assessment Center (JDAC) keys will be issued, maintained and accounted for.

**Definitions:**




Keys: For the purposes of this procedure, "keys" shall refer to both metal keys and Access Control Cards (a.k.a. swipe cards) which control entry and exit in the facility. All facility keys shall be numbered.

Central Control: The movement, communication and closed circuit television security system center for the JDAC.

**I. Issuance**

- A. Keys will be issued to Probation Staff assigned to the JDAC's providing direct supervision of minors.
  - 1. Non Probation Department employees will only be issued keys after approval has been received by the Watch Commander.
  - 2. Non supervision staff may enter JDAC's without being issued keys:
- B. 
- 2. The lock boxes shall be inspected every shift to ensure all keys are accounted for.
- C. All issued keys shall remain within the institution, unless an exigent circumstance arises, which may include but is not limited to: immediate pursuit of an escapee, protection of life, natural disaster, etc.

**II. Maintenance**

- A. Keys
  - 1. Shall be handled in a responsible manner.
  - 2. Shall not be removed from their key ring nor shall anything be added to the key ring, 
  - 3. Should, in general, remain with the person to whom they were issued. If an exchange must occur,  shall be advised immediately.
  - 4. Shall be returned to  upon leaving the facility and/or at the end of shift.
  - 5. Shall not be carried in a way which keeps them visible to or accessible to minors (i.e., key holders attached to belts, wrists, etc are prohibited).

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### III. Lost/Damaged Keys

- A. Staff who lose or damage keys through negligence shall be responsible for replacement costs and may be subject to discipline.
- B. Broken/damaged keys shall be immediately turned into the [REDACTED] for replacement.
- C. Upon the realization that keys are lost staff must immediately:
  1. Verbally notify an immediate Supervisor.
  2. Secure and begin a search of any area where the keys may have been lost.
- D. ALL instances of lost or damaged keys will require an Incident Report be completed prior to the end of shift, unless otherwise directed by a Supervisor.
- E. Safety & Security is responsible for the collection, destruction and replacement of all broken/damaged keys.

### IV. Central Control shall

- [REDACTED]
- C. Maintain either an electronic or written record which documents the date and time a specific person was issued a specific set of keys. This record shall also include what time the keys were returned.
  - D. Clearly label broken/damaged keys and notify Safety & Security via email of which key number requires replacement.

### V. Watch Commander shall:

- A. Upon beginning their shift ensure all keys maintained in the lock box in the Watch Commanders office are accounted for.
- B. Ensure any master keys issued from the Watch Commander lock box are documented on the sign out sheet.
- C. Receive verbal completed inventory results from [REDACTED] no later than 30 minutes after the beginning of their shift.
- D. Notify the Superintendent after a basic search for lost keys has been completed or as soon as possible upon discovering keys have been stolen.
  1. Review available closed circuit television security footage to aid in the recovery of missing keys.
  2. All precautions should be taken to secure the area where keys are suspected to have been lost or stolen.
- E. If it is suspected facility keys have been stolen, the crime shall be reported to local law enforcement.

### **Inspections:**

#### Internal

Safety and Security will complete a monthly review of logs, incident reports, safety reviews and other safeguards to ensure compliance.

#### External

Refer to the Policy and Procedure Inspection Matrix.

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**Foundation:**

Minimum Standards for Juvenile Facilities 2008-Title 15: Section 1326

**Replaces:**

#1326.1 Keys/Juvenile Hall


**References:**

Inter-Bureau Procedure:  
Equipment Responsibility

Department Policy:

11-Equipment Allowance

Issued by:



Michelle Scray Brown, Chief Probation Officer

Date:

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