

## Department Key Control

### 706.1 PURPOSE AND SCOPE

The purpose of this policy is to identify an orderly and accountable system for the control of City keys, which are issued to members of the Police Department for use during the course of their official duties.

### 706.2 POLICY

The policy of this Department is to maintain a formal key control system to ensure the integrity and security of vehicles and property in the charge of the Agency.

### 706.3 ISSUANCE OF KEYS

#### Building Keys:

Building keys will be issued to Department employees by the Professional Standards and Training Unit. The Professional Standards and Training Unit shall maintain a key control file indicating to whom keys were issued and listing the number or type of key issued to each person.

Keys will be issued only to those persons with a specific need to possess the key. Responsibility for identifying who may possess a particular key shall rest with the Bureau of Services Captain.

Employees are not to be issued more than one of the same type of key. Duplicates shall be returned to the Professional Standards and Training Unit.

The Professional Standards and Training Unit shall maintain a secure key locker for the storage of extra building and special purpose keys.

#### Vehicle Keys:

The issue and control of keys for Departmental vehicles shall be the responsibility of the Patrol Administrative Sergeant.

#### 706.3.1 LOSS OF BUILDING OR VEHICLE KEYS

Loss of any Department key must be reported, in writing, to the employee's Supervisor, with a copy forwarded to the Professional Standards and Training Lieutenant.

Duplicate keys will not be issued until written notification is received by the Professional Standards and Training Lieutenant and the key control file is updated.

#### 706.3.2 EMERGENCY KEY ACCESS

As required for the efficient operation of the Department, special access keys (i.e., jail by-pass key) and duplicates of essential keys (i.e., key to the City Hall facility) will be maintained in a locked key cabinet outside the Patrol Sergeant's office.

The Professional Standards and Training Unit shall be responsible for the security of these keys and shall ensure that these keys are made available to other persons only when essential for the conduct of official City business.

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### 706.3.3 DUPLICATION OF KEYS

Employees are prohibited from duplicating any Department key without the authorization of the Bureau of Services Captain.

### 706.3.4 LOAN OF KEYS

Employees are prohibited from lending or borrowing any Department key, which they are ineligible to use.

### 706.3.5 RETURN OF KEYS

At the conclusion of any lateral or special assignment, those keys issued to an employee for the purpose of that assignment (i.e., Technician key, Criminal Investigation Division key) must be returned to the Professional Standards and Training Unit, so that the key control file can be properly updated.

Employees are prohibited from giving special assignment keys directly to their replacements, without going through the Professional Standards and Training Lieutenant.

If the employee's need for a specialty key continues after the conclusion of a lateral or special assignment, permission to retain the key must be obtained from the Bureau of Services Captain.

At the time of termination of employment, Department keys must be turned in to the Professional Standards and Training Lieutenant on, or prior to, the final day of employment.

## **706.4 RESCINDED POLICY**

This policy rescinds San Leandro Operations Directive 84-11.