KEY, TOOL AND MATERIAL CONTROL

POLICY.

It is the policy of the Deschutes County Sheriff’s Office – Corrections Division to provide an effective control plan for the issue, use and storage of keys, tools and materials within the facilities, that promotes the safety of staff, inmates and the public as well as the security of the jail facilities.

PURPOSE.

The purpose of this policy is to establish procedures to inventory, store, issue, maintain and handle keys, tools and materials.

OREGON JAIL STANDARDS:

- E-109 Key Control
- E-110 Emergency Keys
- E-111 Inmates Prohibited from Handling Security Keys
- E-112 Tool and Material Control

REFERENCES:

None

DEFINITIONS.

Emergency Keys.

Restricted Keys.

Security Key.
Vehicle Key.

PROCEDURES.

SECTION A: KEY CONTROL

A-1. The Corrections Captain will assign a supervisor to maintain the key control system. As part of the key control system, strict procedures for key inventory will include, but are not limited to:

a. Maintenance and repair of keys and locks
b. An accounting of all facility locks by location
c. An accounting of the number and location of keys for each lock
d. An accounting of the issue and return of keys

A-2. The assigned supervisor will ensure necessary staff receives initial and periodic training on the use of keys. The use of emergency keys should be practiced periodically as a part of evacuation drills.

A-3. The Corrections Captain will designate which areas are to have restricted keys as a means of access. The Corrections Captain may

At a minimum, these areas will be, but are not limited to, the following:

a. 
b. 
c. 
d. 
e. 

A-4. Security keys not currently issued or checked out will be

A-5. Control Center staff will complete a security check and ensure

A-6. Security keys are maintained and controlled through
A-7. At the beginning of each shift, a shift supervisor will ensure that a complete security key inventory of the key storage box is completed through [redacted] and entered into the daily log in the JMS. A shift supervisor shall be notified immediately of any unaccounted for key.

A-8. When security keys are lost or misplaced, a shift supervisor will take immediate steps [redacted]

A-9. For any key found or reported missing at any time, a shift supervisor will take necessary security steps [redacted]

A-10. All employees shall observe the following key control procedures:

a. [redacted]
b. [redacted]
c. [redacted]
d. [redacted]
e. [redacted]
f. [redacted]
g. [redacted]
h. [redacted]

A-11. Deputies will check the door locks to cells and housing unit area doors for proper operations when conducting a cell inspection. Deputies must include a statement that they checked the locks and whether it did or did not work properly when they document the cell inspection in JMS. Deputies must describe the locking problem and inform a shift supervisor.

A-12. [redacted]

A-13. Inmates are prohibited from possession, alteration, marking, duplication, manufacture, or impression making of any keys. Any such incident will be reported in writing to the Corrections Captain, through the chain of command, who will cause any such incident, or
suspected incident, to be thoroughly investigated. If criminal acts are involved, the offender will be referred for prosecution and/or administrative disciplinary action.

A-14. Security keys necessary for the

A-15. Inmates are strictly prohibited from the use, control or possession of any jail, work center, court, or vehicle security key. Staff shall not allow intentional or inadvertent access to a security key by an inmate. Permitting an inmate access to any security key, whether intentional or due to negligence may be grounds for disciplinary action, up to and including termination.

A-16. Vehicle keys are stored in the North Deputy’s Office.

A-17. 

SECTION B: TOOL AND MATERIAL CONTROL

B-1. Building Maintenance staff, security staff, medical staff and food services personnel are responsible for the storage of tools and materials, regular inventory and control of tools and other supplies within their unit, including but not limited to:

a. Maintenance tools
b. Medications
c. Medical Supplies
d. Kitchen tools
e. Cleaning compounds
f. Flammable materials
g. Jail issued radios
h. Other items which in the possession of inmates are potentially hazardous

B-2. Staff will ensure that tools and materials will be secured and not accessible to inmates unless authorized by the Corrections Captain. Staff must keep rooms, offices and cabinets in inmate accessible areas locked when not in use. Staff must ensure all tools and materials issued during their shift are returned upon the completion of the task, or end of shift. Jail issued radios will be inventoried monthly by the assigned supervisor.
B-3. Supervisors and staff will conduct a daily tool and material check of their area of responsibility. Any discrepancy involving a missing tool or material will be reported to a shift supervisor immediately. A cursory effort to locate missing tools and/or materials will be initiated by the reporting staff immediately. Steps to locate missing tools and/or materials may include locking down inmates and restricting movement. A detailed report of the incident will be submitted immediately to the shift supervisor.

B-4. Only tools or materials necessary for the completion of assigned tasks will be allowed into the secure perimeter of the jail. Outside contractors will submit a tool and material inventory list upon entering and exiting the facility. The Outside Contractor Tool Log Form No. 333 will be completed by the escorting deputy, to provide a tool inventory to identify missing tools.

B-5. When Building Maintenance personnel are working in areas where inmates are present, a deputy will provide security. Building Maintenance personnel working in inmate housing areas will inventory their tools. Deputies will complete an area inspection to clear the housing unit when maintenance is finished.

B-6. Tools, materials and cleaning equipment will only be used by inmates under the direction and supervision of staff. Tools and materials used for sanitation will be inventoried whenever entering or exiting secure housing areas.

B-7. Damaged tools or equipment will be reported immediately to a shift supervisor, logged in JMS, and repaired or replaced as soon as possible.

FORMS USED:
- Outside Contractor Tool Inventory Form No. 333
- Key Log Form No. 290
- Control Room Key Inventory Log Form No. 280