

KERN COUNTY SHERIFF'S OFFICE
SUBSTATION HOLDING FACILITY
POLICIES AND PROCEDURES

TITLE: KEY CONTROL

NO: D-100

EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 3, Section 1029(a)(6)

POLICY:

To maintain the Kern County Sheriff's Office Substation Holding Facility security, all employees will maintain strict facility key control. Facility keys will be carried on the employee's person at all times or LOCKED in the key cabinet when inmates are present. At no time will an employee give his/her facility keys to an inmate.

Personnel who lose their keys or discover them missing will:

- Notify the Substation Sergeant.
- Conduct a search for the keys.
- Complete a report, prior to going off duty, of the circumstances surrounding the missing keys.