

**CARE AND USE OF KEYS
YOUTH LEADERSHIP ACADEMY**


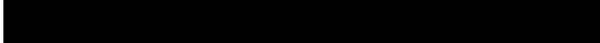

AUTHORITY: California Code of Regulations, Title 15, Section 1324
Administrative Directive

RESCINDS: Procedure Manual Item 3-8-032, dated 01/04/18

FORMS: Special Incident Report F057-7018

PURPOSE: To standardize procedures for the issuance, use and security of keys and padlocks at the Youth Leadership Academy (YLA)

I. GENERAL INFORMATION:

- A. All YLA keys are kept in locked key cabinets or secured drawers at these locations when they are not in use:
1. 
 2. 
 3. 
- B. Keys are issued to authorized persons only (i.e., YLA supervisors, building services personnel, janitorial personnel, YLA Division Directors, ADDs and others as necessary).
- C. Sworn unit staff are issued keys in their respective units at the beginning of their shift.
- D. Otto Fischer School teachers and aides are issued keys from JH Reception at the beginning of the day and all such keys are inventoried by JH Reception staff at the end of each day. They will not draw YLA keys at any time.
- E. The Office Supervisor/ADD/Division Director assigned to YLA controls the supply and issuance of replacement keys and padlocks for YLA. The ADD of YLA is the backup for the YLA Office Supervisor/Division Director.
- F. No YLA keys shall leave the facility unless authorized by the YLA Division Director/designee. Exceptions are County vehicle keys.
- G. Twice a year, each key on every key set is identified and visually verified against a master inventory list provided and retained by the Office Supervisor/ADD/Division Director (formal key inventory). Missing keys will require that the assigned staff complete a Special Incident Report (SIR) documenting the missing key(s).

II. PROCEDURE:

A. Staff authorized to issue keys will:

1. Sign keys in and out in designated log/record book at site of issuance
2. Keep keys in a designated, locked key box when not in use
3. Not allow youth, volunteers, student interns or other non-authorized persons to possess or have access to YLA keys
4. Complete a key inventory at the beginning and end of each shift
 - a. In the event keys are not accounted for, contact the Duty Officer or appropriate unit supervisor immediately.
 - b. Complete an SIR describing the circumstances and all efforts made to locate the keys.
5. All personnel who are issued YLA keys must leave them at a designated area in the [REDACTED] when leaving the facility and have them re-issued upon their return (exceptions must be approved by the Probation Division Director/ADD).
6. Key sets taken out of the facility accidentally must be returned by the staff upon notification or their own discovery as soon as possible.

B. Damaged key and padlock replacement is as follows:

1. Complete an SIR, tape the broken key or padlock to the SIR, give the pink copy to the unit SJCO and the original and yellow copy to the Office Supervisor/ADD/Division Director for replacement.
2. If it cannot be immediately replaced, make a notation in the key inventory or unit logbook that a key set has damaged/broken keys(s). Sign out a temporary replacement set from the designated key cabinet if necessary.
3. The Office Supervisor/ADD/Division Director will note under "Action Taken" on the SIR who the replacement was given to and the date. The yellow copy of the SIR is given to the Supervising Juvenile Correctional Officer (SJCO) to notify of replacement.
4. The Office Supervisor/ADD/Division Director keeps a logbook of all keys and padlocks replaced, noting the date, key set (if applicable), key or padlock and reason for replacement.

C. The unit Deputy Juvenile Correctional Officer (DJCO) is required to:

1. Make a log note in the Integrated Case Management System (ICMS) or the manual log book of issued and returned key set numbers on their signature line at the beginning and end of each shift.

Examples:

- a. 6:58 a.m., John Jones in, key set #65
 - b. 3:02 p.m., John Jones out, key set #65
2. Make a note of damaged, broken or missing keys or key set(s) indicating the key set number, location, and who was notified.
 3. Secure keys to their person or clothing by a lanyard or similar device.
 4. Secure keys in a designated locked drawer or key box whenever leaving YLA grounds.

REFERENCES:

Procedures:	3-1-001	Care and Use of County-Owned Facilities/Equipment
	3-1-049	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-2-020	Security
	3-8-020	Security at the Youth Leadership Academy
Policies:	G-3	Building Security and Safety
	G-7	Distribution and Use of County Services Supplies and Equipment

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APPROVED BY: