

INTEROFFICE MEMO



DATE October 13, 2017

PHONE 909-387-5832

FROM **MICHELLE SCRAY BROWN**
Chief Probation Officer

MAIL CODE 0460

TO **ALL STAFF**

SUBJECT **TEMPORARY DEPARTMENT ORDER #60: GATEWAY PROGRAM, PHASE II, KEY PROCESS**

Purpose:

To ensure all keys assigned to Gateway Phase II Program are accounted for through distribution, collection, and inventory.

Definitions:

Keys: For the purposes of this procedure, "keys" will 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 will be numbered.

Key Box: A central storage location where all keys are maintained.

Responsibilities:

I. Issuance:

- A. All keys allowing entry to the Gateway Phase II Program building will be issued to staff who are assigned to both Gateway Phase I and Phase II by the Safety Officer, with prior approval from the Gateway Program Superintendent.
 1. Non Probation Department employees and Probation Department employees will be issued keys once approved by the Superintendent.
- B. Staff will submit the Key Request/Assignment Form to the Superintendent for approval.
- C. All keys will remain under the control of the non-employee/employee while off duty.
- D. Vehicle keys will remain in a designated lock box within the unit.
 1. Vehicle keys will be checked in and out on a daily basis.
- E. Lock Box keys will be issued to the Superintendent, Probation Corrections Supervisor I (PCSI), Probation Corrections Supervisor II (PCSII) and the Safety Officer only.
- F. A second Lock Box for spare keys will remain locked at all times.
 1. The Superintendent, PCSIs, PCSIIs, and the Gateway Safety Officer will have keys to the second Lock Box.

II. Maintenance:

A. Keys:

1. Will be handled in a responsible manner.
2. Will remain with the person to whom they were issued.
3. Will be returned to the Gateway Safety Officer upon transfers, extended leave of absent, termination of employment, or job assignment.

4. Will not be carried in a way which keep them visible to or accessible to minors (i.e., key holders attached to belts, wrists, etc, are prohibited).

III. Lost/Damaged Keys:

- A. Staff who loses or damage keys through negligence will be responsible for replacement costs and may be subject to discipline.
- B. Broken/damaged keys will be immediately returned to the Gateway Safety Officer with an Incident Report explaining the damage.
- C. Upon 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. 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. All instances of lost or damaged keys will require an Incident Report be completed prior to the end of the shift, unless otherwise directed by a Supervisor.

IV. Gateway Safety Officer:

- A. Be the main source to issued keys within the Gateway Phase II Program/building.
- B. Conduct an inventory of all keys on a tri-annual basis.
- C. Maintain both an electronic and written record, documenting who received/returned keys and the date and time they were received/returned.
- D. Clearly label broken/damaged keys and replace keys at the direction of the Superintendent.
- E. Responsible for the collection, destruction, and replacement of all broken/damaged keys.
- F. Ensure master keys remain in the lock box at all times.

V. Superintendent/Division Director II:

- A. Approve key requests.
- B. Receive a written and verbal inventory from the Gateway Safety Officer on a tri-annual basis.
- C. If it is suspected that keys have been stolen, the crime will be reported to local law enforcement.

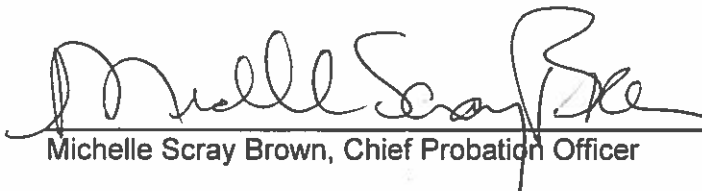
Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Title 15, Section 1326

Issued by:


Michelle Scray Brown, Chief Probation Officer

10-13-17
Date

Attachments:

Attachment A: Key Request/Assignment Form

Attachment A
KEY
REQUEST/ASSIGNMENT FORM

Keys are assigned to employees based on their work assignment. This form must be completed by each unit supervisor when any of the following occur: 1) Termination of an employee, 2) When keys are needed for a new position, 3) When a transferring employee assumes a position and is issued the keys assigned to that position.

PLEASE PRINT:

Date _____ Unit: Gateway

Name of Employee for Key Request/Return :

Employee ID: _____ Employee Phone : _____

Building Address and City: 740 east Gilbert st. San Bernardino Ca, 92407

Please write the key number(s): **1 (R) key**
swipe card #

KEY REQUEST

KEY RETURN

Please complete this box only if the supervisor is directly reassigning the key(s) and no keys are being requested or returned through Fiscal Services.

KEY REASSIGNMENT BY SUPERVISOR

Outgoing Employee First and Last Name: _____

Incoming Employee First and Last Name: _____

Supervisor's Printed Name _____

Supervisor's Signature _____

Director's Printed Name _____

Director's Signature _____

I hereby agree that the keys listed above are the keys I have received and acknowledge responsibility for these keys. I will return the above keys when they are no longer in use or I leave my current assignment.

EMPLOYEE SIGNATURE _____ DATE: _____

Please sign upon receipt of keys

Supervisor:

- 1) Forward the completed form to Safety and Security Officer.
- 2) Provide a copy of the completed form to the employee (incoming or departing).
- 3) Maintain a copy of the completed form for your records.