



KEY, TOOL AND MATERIAL CONTROL

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to provide an effective control plan for the issue, use and storage of keys, tools and materials within the AJ. The policy promotes the security of the AJ and safety of members, inmates and the public.

PURPOSE.

The purpose of this policy is to establish procedures to inventory, store, issue, maintain and use 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. [REDACTED]

Restricted Keys. [REDACTED]

Security Key. [REDACTED]

Vehicle Key. [REDACTED]

PROCEDURES.

SECTION A: KEY CONTROL

- A-1.** The 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. [REDACTED]
 - b. Maintenance and repair of keys and locks.
 - c. An accounting of all facility locks by location.
 - d. An accounting of the number and location of keys for each lock.
 - e. An accounting of the issue and return of keys.
- A-2.** The assigned supervisor will ensure members receive 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 Captain will designate which areas are to have restricted keys. The Captain may authorize [REDACTED] A supervisor may authorize member use of [REDACTED] At a minimum, these areas will be, but are not limited to, the following:
- a. [REDACTED]
 - b. [REDACTED]
 - c. [REDACTED]
 - d. [REDACTED]
- A-4.** Security keys not currently issued or checked out will be [REDACTED]
- A-5.** Control center members will complete a security check and ensure [REDACTED] Key security checks will be logged in the Jail Management System (JMS).
- A-6.** Security keys are maintained and controlled [REDACTED]
- A-7.** At the beginning of each shift, a supervisor will ensure a complete security key inventory [REDACTED]

entered into the daily log in the JMS. A supervisor shall be notified immediately of any unaccounted for key.

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

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

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

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
- f. [REDACTED]
- g. [REDACTED]
[REDACTED]
- h. [REDACTED]

A-11. Deputies will check the door locks to cells and housing unit area doors for proper operation when conducting a cell inspection. Deputies must include a statement 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]
[REDACTED]

A-13. Inmates are prohibited from possession, alteration, marking, duplication, manufacture, or impression making of any key. Any such incident will be reported in writing to the Captain, through the chain of command. The incident will 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 [REDACTED]
[REDACTED]
[REDACTED]

A-15. Inmates are strictly prohibited from the use, control or possession of any jail, work center, court, or vehicle security key. Members shall not allow intentional or inadvertent

inmate access to a security key. 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 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

A-17. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SECTION B: TOOL AND MATERIAL CONTROL

B-1. All members 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. Portable radios
- h. Other items which in the possession of inmates are potentially hazardous

B-2. Members will ensure tools and materials are secure and not accessible to inmates unless authorized by the Captain. Members must keep rooms, offices and cabinets in inmate accessible areas locked when not in use. Members must ensure all tools and materials issued during their shift are returned upon the completion of the task, or end of shift. Portable radios will be inventoried monthly by the assigned supervisor.

B-3. Members will conduct a daily tool and material check of their area of responsibility. Any discrepancy involving a missing tool or material will immediately be reported to a supervisor. A cursory effort to locate missing tools and/or materials will be initiated by the reporting member immediately. Steps to locate missing tools and/or materials may include locking down inmates and restricting movement. A detailed incident report (JMS) will be submitted to a 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 Unit (BMU) members are working in areas where inmates are present, a deputy will provide security. BMU members working in inmate housing areas will inventory their tools [REDACTED]. Deputies will complete an area inspection to clear the housing unit when repairs are finished.
- B-6.** Tools, materials and cleaning equipment will only be used by inmates under member direction and supervision. 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 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