




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: May 25, 2018	Amends/Supersedes: January 9, 2013	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): N/A			

560.05 Key and Access Card Systems

I. Policy

The department's access card system provides staff access to the justice center and into other secure or restricted areas of the building where entry is authorized. The police department also utilizes an electronic key management system to safeguard and account for special purpose keys and spare access cards.

II. Procedure

A. Card Issue/Key Access

1. Employees are issued access cards that are programmed to allow them access to areas appropriate to their assignment.
2. The KeyWatcher, key storage and management system is managed by the Special Services Unit (SSU) and provides employees with a central location where they can access special purpose and spare keys necessary to carry out their assignments.

B. Key Security

1. Employees authorized to remove keys and access cards from the KeyWatcher cabinet must log into the system. The KeyWatcher system requires an ID number and PIN for each user:
 - a. Sworn personnel will use their 4-digit badge number as their ID number.
 - b. Civilian personnel will be assigned a 4-digit ID number by the Special Services Unit (SSU).
 - c. First time users will enter 1234 as their PIN and must change their PIN after logging in to the system for the first time, which is accomplished by using the KeyWatcher keypad. After their initial login a user may retain or change their PIN number whenever they see fit.
2. Employees may not check out keys or access cards for other people.
3. Employees shall contact their supervisor if keys cannot be retrieved from the KeyWatcher system.
4. Keys shall be returned to the KeyWatcher system no later than the end of an employee's shift.
5. Spare access cards shall be returned no later than the beginning of an employee's next shift.

6. Evidence locker keys shall be placed in locker #119 in the temporary evidence room as soon as all evidence processing has been completed. If processing takes more than one day, the officer is responsible for the safekeeping of the key until all evidence has been secured. If no evidence has been placed in the lockers, evidence keys should be returned to the KeyWatcher system as soon as possible. Keys not returned to the KeyWatcher system will be noted in the SSU monthly audit for follow up with the employee.
7. An employee leaving the department shall contact the SSU supervisor, as required in the employment clearance checklist, and the employee's privileges to remove keys shall be terminated. User privileges may be suspended when authorized by either the Chief of Police, the Office of Professional Responsibility, or when necessary to maintain security of the facility.
8. In the event of a power outage, the KeyWatcher system has a 72-hour battery backup. If the battery backup fails, an emergency key to open the KeyWatcher cabinets is stored at the Customer Service Counter in the drawer labeled "KeyWatcher."
9. Keys may not be duplicated for any reason without written authorization from the Commander of the Support Management Section.

C. Accountability

1. The SSU supervisor or their designee will conduct monthly audits of the KeyWatcher system. Any key that has been signed out for an unusual amount of time will be noted, and the auditor will follow up with the employee responsible for signing out the key.
2. If a key has been lost or stolen, the employee who checked out the key shall submit a memorandum through their chain of command, to the SSU sergeant.
3. Employees may be held responsible for the replacement cost of lost keys, Smartkeys, and access cards.