



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 502.1
Subject: Adult Detention Center Operations	Topic: Key and Proximity Card Control
Accreditation: 6VAC15-40-930	
	Revised: 09/22/2016
Enacted: 04/16/2008	Last Review:
	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for the accountability, storage, distribution, handling, replacement, and inventory of keys and proximity cards.

II. POLICY

It shall be the policy of the Corrections Division to maintain the accessibility and accountability of all Loudoun County Adult Detention Center keys and proximity cards. This policy is put into place to prevent escape, limit access to unauthorized areas, and maintain the overall integrity of the facility. A master set of operational keys shall be stored in the locked key cabinet located in Central Control. Master keys, duplicate keys, and proximity cards shall be stored and maintained in a secured location assigned by the Division Commander. Keys, proximity cards, and specifications for the various locking devices shall be stored and maintained at the discretion of the Division Commander. Perimeter security door keys shall never be allowed into the secure area of the Adult Detention Center, unless an emergency situation requires this action and is approved by the Division Commander or his/her designee. Perimeter security door keys shall not be issued to staff unless approved by the Division Commander and/or approved emergency plans.

At no time shall a key be removed from a key ring, without approval by the Assistant Division Commander of Confinement.

Duplication of keys shall only be done at the direction of the Division Commander or the Assistant Division Commander of Confinement.

All keys must be physically accounted for before the off-going shift can be released from duty. Oncoming shifts shall be required to inventory keys assigned to the duty post prior to assuming control of said post. In the event that a staff member inadvertently takes a key or key set home, he/she shall be contacted and shall be required to return the key immediately.

III. DEFINITIONS:

Proximity Card: A plastic polymer card assigned to individual staff members that provide authorized access into secured and non-secured areas of the facility through a proximity card reader.

Key Cabinet: A secured cabinet used to store keys that are located in Central Control.

Key Chit: A round, coin-like metal tag stamped with a staff member's Loudoun County Sheriff's Office employee identification number or badge number (sworn staff).

Chit System: Each staff member shall be issued three (3) key chits. Chits are to be placed on the designated hook of the key being removed from the key box.

IV. PROCEDURE

A. Key Inventory and Control System

1. Keys necessary to the operation of the facility shall be issued from and maintained in a central, secure location that shall be manned twenty-four (24) hours per day.
 - a. All keys shall be stored and issued from the locked key cabinets in Central Control and Intake Control.
 - b. Key hooks in this cabinet shall be labeled to facilitate a systematic method of storage and accountability.
 - c. Master and duplicate keys shall be stored and maintained, in a location outside of the facility, as designated by the Division Commander or designee.
2. Each staff member checking out a key or key set will hand one (1) key chit per key or key set, to the Central/Intake Control staff member issuing the keys. The chit will be placed on the hook of the key or key set being removed. In doing this, the staff member is taking responsibility for that key or key set until it is returned to the key box and their key chit is returned. Keys and key sets shall be inspected for damage upon return.
3. Central Control staff will verify each person that enters the facility through a sally port has secured all weapons and documents each person's gun locker number on the key log.
4. Central Control staff and the Intake Sergeant will maintain a standard log of issuance of keys or key sets.

B. Proximity Card Issuance

1. All staff members assigned to the Adult Detention Center will be issued a proximity card.
2. It will be the shift supervisor's responsibility to ensure that their assigned staff members are issued a proximity card.

3. Staff member are responsible for the accountability of their issued proximity card.
4. Access right of proximity cards are determined by the staff member's assignments and responsibilities.
5. The staff member is responsible for returning the proximity card upon termination of employment or if the card becomes damaged or is no longer functioning.
6. If a staff member becomes aware of unauthorized access to areas by the proximity card, they are to report it to their supervisor immediately, failure to do so will result in disciplinary action.

C. Lost or Damaged Keys and Proximity Cards

1. Keys

- a. In the event that security key(s) are lost or misplaced, proper security precautions must be followed to prevent those key(s) from unauthorized use.
 - 1) A verbal report of any loss must be made to a shift supervisor immediately.
 - 2) The shift supervisor will place the facility into maximum-security condition. The shift supervisor will inform the Division Commander through the chain of command. At this time, a thorough and systematic search of the facility will be conducted. The search includes, but is not limited to, inmates, on-duty staff, and interior and exterior areas of the facility. If necessary, off-duty staff members will be contacted to further attempt to locate the missing key or key ring.
 - 3) The deputy will complete an In-House Incident Report to be submitted to the Division Commander through the chain of command. The report must contain, but is not limited to, the following information:
 - i. Date and time the loss was discovered.
 - ii. Circumstances surrounding the loss.
 - iii. Specific identification of the keys and the doors they operate.
 - iv. All steps taken to retrieve the missing keys.

- 4) A shift supervisor will conduct an investigation into the missing key (s) and the findings of the investigation will be documented on a memorandum and forwarded to the Division Commander through the chain of command. The employee's In-House Incident Report will be attached to the supervisor's memorandum.
- 5) The maximum-security condition can only be lifted by order of the Division Commander or designee.
- 6) If the lost key is not found and an imminent security concern exists, the Division Commander will authorize a change in the appropriate locks.

2. Proximity Card

- a. In the event that a security proximity card is lost or damaged, proper security precautions outlined below will be followed to prevent the proximity card from unauthorized use.
- b. A verbal report of any loss will be made to a shift supervisor immediately.
- c. The shift supervisor will make notification to the Division Commander through the chain of command so that the proximity card can be deactivated as soon as possible upon being reported missing.
- d. The staff member reporting the loss must complete an In-House Incident Report to be submitted for review by the end of the shift. The report must contain, but is not limited to, the following information:
 - 1) Date and time the loss was discovered.
 - 2) Circumstances surrounding the loss.
 - 3) Specific identification of the proximity card and the doors they operate.
 - 4) All steps taken to retrieve the proximity card.
- e. A shift supervisor will conduct an investigation into the missing proximity card and the findings of the investigation will be documented on a memorandum and forwarded to the Division Commander through the chain of command. The staff member's In-House Incident Report will be attached to the supervisor's memorandum.

D. Key and Proximity Card Management

1. All staff will observe the proper key and proximity card handling procedures described below:
 - a. Carry as inconspicuously as possible.
 - b. Never leave unattended.
 - c. Do not drop, toss, or throw.
 - d. Do not refer to keys by number. Instead, refer to the keys by their function.
 - e. Never, under any circumstances, allow an inmate to handle.
 - f. Do not force any key into a lock.
 - g. Do not attempt to repair a lock. This will only be done by an authorized locksmith.
 - h. All keys must be returned to Central/Intake Control each time a deputy leaves the secure confines of the Adult Detention Center. The exception would be if the deputy needs a key to perform a certain task outside of the facility.
- E. Key and Lock Maintenance
 1. When a key and/or lock become damaged or inoperable notification to a shift supervisor must be made immediately.
 2. An In-House Incident Report will be completed by the staff member and forwarded to the Division Commander through the chain of command.
 3. The supervisor will take corrective action as soon as possible to repair the damaged equipment, and will follow the procedures for emergency maintenance as outlined in General Order #507.4, Facility Maintenance.
 4. The shift supervisor will be responsible for maintaining appropriate security of the affected area until repairs are accomplished.
 5. If it becomes necessary for a key and/or lock to be removed from service, and has been replaced, by maintenance personnel, notification will be made to the Division Commander through the chain of command. The Division Commander or the Assistant Division Commander of Administration will authorize the duplication of the new key for placement on effected key rings or key sets.
 6. The key being replaced will be removed from key rings and key sets at this time and will be forwarded to the Division Commander or the Assistant Division Commander of Administration for disposal.

7. All key inventories will be updated at this time.

DOC STANDARD #

6VAC15-40-930: Key and Door Control

Written policy, procedure, and practice shall govern key and door control. Perimeter security door keys shall not be issued to staff unless authorized as per the approved emergency plans.

This General Order becomes effective September 22, 2016, and rescinds all previous rules and regulations pertaining to the subject.