

	PARADISE VALLEY POLICE GENERAL ORDER Key Control	Order Number
		Date
		17.5
		05-15-17

17.5 Key Control

Purpose:

To provide a secure and orderly procedure for accessing restricted, as well as routine areas of the police and *Town* government facility.

A. Routine secure areas and vehicle keys:

1. Police *Department personnel* are issued an individual electronic access card that grants them access to the police building and *Town* compound, as well as controlled access areas within the building depending on their individual authority.
2. Keys to patrol vehicles and equipment are kept in a secured key box in the patrol squad room next to the vehicle status board. This box must remain closed and locked.
 - a. *Officers* with "take home" vehicles *will* retain control of their issued vehicle's keys.
 - b. If the *officer* with an issued vehicle is on vacation or out of *Town* on business without the vehicle for an extended length of time, the vehicle *will* be secured in the Police *Department* compound and the keys turned over to his *supervisor*.
3. Spare keys to patrol vehicles are kept in controlled access boxes in dispatch.

Officers accessing the key cabinets in dispatch *will* sign the key control sheet kept by the dispatcher, indicating when the box was accessed, what key was removed and when the key was returned.

B. Restricted Areas:

1. Master keys to restricted areas of the police building *will* be kept in an envelope in the key cabinet in dispatch. The envelope *will* be sealed and initialed by the last person using the key.



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2. If, due to unforeseen circumstance or an *emergency* situation, entry to a restricted area is necessary, the requesting party *will* gain approval of the *on duty supervisor*. The requesting party *will* then notify the dispatcher *on duty*, and *will* then remove the sealed envelope from the cabinet. Upon completion of the incident, the requesting party *will* return the key to the key cabinet in a newly sealed and initialed envelope.
3. Prior to leaving duty any *employee* who has accessed a restricted area *will* complete a memo to the *Chief* detailing the situation which required such entry and forward it to the *Chief* through the chain of command.
4. The spare keys to all doors in the police building *will* be kept in a secured location under the control of the Command Staff.

