

## **Section 5: Security**

**Subject: Keys, Tools, Culinary Equipment**

**Minimum Standard: 5120:1-8-03(B)(16)**

**Revised: 10/2008, 12/2011, 01/2015, 09/2015, 05/2017, 05/2019**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

### **POLICY**

A key, tool, and culinary equipment control policy shall be established for the safety and security of the Erie County Jail. A key control center for storing working and/or daily issued keys that is accessible to authorized persons shall be maintained in the Control Rooms. A culinary equipment control center for storing working and/or daily issued keys that is accessible to authorized persons shall be maintained by the Kitchen Staff. The Kitchen Staff will be responsible for logging all culinary equipment when it is removed and turn to the control center. Prisoners are not allowed to handle jail keys. At no time are jail keys to be set on top of counters or stored in file drawers. Keys should be in the officer's physical possession or in a designated key box at all times. All Tools will be kept on the grounds of the Erie County Jail and are the responsibility of Erie County Facilities and Maintenance Department.

### **PROCEDURE**

Key Control Centers-3 locking key boxes will be made available to store jail keys when not in use. These key storage boxes are located in Main Control, E control and Dispatch. When a set of keys is not in use they should be secured in a key box. Any key removed or returned to the key box must be logged out. Officers will log when they are issued the keys in Jail Management System Jail Log. Officers must provide their name, the time and date the key(s) is taken out and returned. A complete set of duplicate jail keys will be secured in the Dispatch Office (outside the security perimeter). Use of these keys should be limited to emergency use and must be approved by the Sheriff, Jail Administrator or Jail Shift Supervisor. The person requesting the use of these emergency keys should submit a written report. Except for emergency situations keys for exterior doors, gates, or other barriers providing egress from the facility's security perimeter, shall not be carried or stored inside the security perimeter. Keys for exterior locks must be different form keys for the interior locks.

#### **A. Damaged, broken key or lock**

1. Any damaged or broken key must be immediately reported to the shift supervisor. The officer finding the damaged key should submit a Request for Maintenance. Erie County Maintenance is responsible for inspecting and repairing any damaged locking device.

#### **B. Emergency Keys**

1. A set of color-coded emergency keys for all interior locks shall be kept in each control room key box. Color-coded emergency keys that include keys for all exterior locks shall be secured in the dispatch office. These keys can be issued to officials of any agency responding to an emergency in the jail if it is determined that corrections personnel are unable to allow access into the security perimeter.

#### **C. Key Logs**

1. Any time an officer takes possession of any keys they will log a Jail Event in the Jail Records Management System.
  - i. SKEY – Supervisor Key Ring
  - ii. BKEY – Female Rover Key Ring
  - iii. EKEY – E Control Rover Key Ring
  - iv. KEY – To be used when an officer removes a key from any Key Storage location.
  - v. AKEY – A Control Rover Key Ring

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<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Female Medium Dayroom	110
-	Skeleton	Female Maximum Dayroom	120
-	Skeleton	Classification Dayroom	130
-	Skeleton	Segregation Dayroom	140
-	Skeleton	Medical Waiting	309
-	Skeleton	Booking Sally Port South	414
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
MK35TPB	Adams	ECON Master	N/A
MK35TPA	Adams	ACON Master	N/A
35TP36	Adams	Commissary Storage	215
BH005	H Lock	Fire Extinguishers	N/A
LK Hoobs	Sargent	Shower Doors	N/A
LK143245	Sargent	Administration Office	006
LK143287	Sargent	Asst. Administration Office	106
LK	Sargent	Kitchen Door	N/A
LK	Sargent	Judges Chamber	N/A
C413A	N/A	Cleaning Solution	N/A

E. The **E Control Rover Key Ring** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP7	Skeleton	Food Chutes	N/A
A005	ABA	Fire Extinguishers	N/A
LK Hoobs	Sargent	Shower Doors	N/A

F. The **Booking Rover Key Ring** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Classification Dayroom	130
-	Skeleton	Segregation Dayroom	140
-	Skeleton	Medical Waiting	309
-	Skeleton	Booking Sally Port South	414
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
35TP36	Adams	Commissary Storage	215
MK35TPB	Adams	ECON Master	N/A
MK35TPA	Adams	Dormitory Housing	042-049

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-	Adams	Main Door	475
-	Adams	Interview Hallway	484
-	Adams	Interview Rooms	082-084
-	Adams	Contact Visitation	010
-	Adams	Female Visitation	011-012
-	Adams	A Hallway Doors	403-412
-	Adams	Medical Area Doors	305-308
-	Adams	Padded Isolation Door	312
-	Adams	SEG/CLS Cell Doors	131-243
-	Adams	Work Hallway Doors	418
-	Adams	Processing Doors	014/086
-	Adams	Courtroom Hallway Doors	119/200
LK	Sargent	Kitchen Door	N/A
BH005	H Lock	Fire Extinguishers	N/A
LK Hoobs	Sargent	Shower Doors	N/A
LK347823	Sargent	Lobby Master	N/A

G. The **Female Rover Key Ring** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Female Medium Dayroom	110
-	Skeleton	Female Maximum Dayroom	120
-	Skeleton	Medical Waiting	309
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
35TP36	Adams	Commissary Storage	215
MK35TPA	Adams	Main Door	475
-	Adams	Interview Hallway	484
-	Adams	Interview Rooms	082-084
-	Adams	Contact Visitation	010
-	Adams	Female Visitation	011-012
-	Adams	A Hallway Doors	403-412
-	Adams	Female Cell Doors	101-223
-	Adams	Medical Area Doors	305-308
-	Adams	Padded Isolation Door	312
-	Adams	Processing Doors	014/086
-	Adams	Courtroom Hallway Doors	119/200
BH005	H Lock	Fire Extinguishers	N/A
LK Hoobs	Sargent	Shower Doors	N/A
LK347823	Sargent	Lobby Master	N/A

H. The **Key Box in Main Control** shall contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
LK Hoobs	Sargent	Shower Doors	N/A
LK781665	Sargent	Water Closet	N/A

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BH005	H Lock	Fire Extinguishers	N/A
LK387623	Sargent	Sargent Lock Master	N/A
LK143245	Sargent	Administration Office	006
LK781665	Sargent	Security Equipment Room	190
LK583667	Sargent	Probation Office (Judge)	201
651	Cobra	Lobby Kiosk	N/A
2341	Illinois	Housing Kiosk	N/A
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Female Med / Max Dayroom	110/120
-	Skeleton	Class/Seg Dayroom	130/140
-	Skeleton	Medical Waiting	309
-	Skeleton	Booking Sally Port South	414
x35TP36	Adams	Commissary Storage	215
MK35TPA	Adams	ACON Master	N/A
35TP32	Adams	ACON Booth	001/002
35TP34	Adams	Nurse's Station	003
35TP11	Adams	Female Work Cell Doors	101-104
35TP11	Adams	Dorm Doors	042-049
35TP12	Adams	Medical Area Cell Doors	306-308
35TP14	Adams	Class/Seg Cell	131-243
-	Adams	Female Med Cell Doors	111-213
35TP15	Adams	Medical Exam	305
35TP15	Adams	Medical Ward	311
-	Adams	Dental Exam	302
35TP16	Adams	Female Max Cell Doors	121-223
35TP5	Skeleton	Access Panels	N/A
35TP6	Skeleton	Mop Closet	041
C413A	N/A	Cleaning Solution	N/A
R03	USA1	Medical Boxes	N/A.
35TP3	Skeleton	Property Room Storage	015
LK583641	Sargent	Kitchen Doors	481
LKBlank	Sargent	Visitation Door	024
SEI	N/A	Garage Cages	N/A
B399A	N/A	Audio Processer in S.C	N/A
C005A	N/A	Relay Cabinet in Equip. Room	N/A
Blank	N/A	Paper Towel Dispensers	N/A
MB16/1174	N/A	Gun Locker	N/A
1002	N/A	OC Spray	N/A
H12	N/A	Paper Towel Dispenser	N/A

I. An **Emergency Key Ring in Main Control** will contain the following keys for E Control:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP2	Skeleton	Male Max Dayroom	250

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-	Skeleton	Male Med Dayrooms	270/260
-	Skeleton	Male Min Dayroom	288
-	Skeleton	Male Visitation	022
MK35TPB	Adams	ECON Master	N/A
35TP33	Adams	ECON Booth	00
LS 300	LSDA	Medical Cabinet	

J. The **Key Box in E-Control** will contain the following keys:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP5	Skeleton	Access Panels	N/A
LK Hoobs	Sargent	Gym Storage	227
LK583685	Sargent	ECON Electrical Room	266
LK583645	Sargent	Laundry Hallway	446
MK35TPB	Adams	ECON Master	N/A*
651	Cobra	Lobby Kiosk	N/A
2341	Illinois	Housing Kiosk	N/A
35TP33	Adams	ECON Booth	005
35TP23	Adams	Max Cell Doors	151-256
35TP24	Adams	Med Cell Doors	161-276
35TP25	Adams	Min Cell Doors	181-286
35TP2	Skeleton	Male Max Dayroom	250
-	Skeleton	Male Med Dayrooms	270/260
-	Skeleton	Male Min Dayroom	288
-	Skeleton	Male Visitation	022
B399A	N/A	Audio Processer in S.C	N/A
C005A	N/A	Relay Cabinet in Equip. Room	N/A
35TP21	Adams	Line Up Doors	430
-	Adams	Inside Dock Door	447
-	Adams	Inside 444 Door	444
-	Adams	Exit Corridor West	N/A
-	Adams	South Sally Port North	N/A
35TP22	Adams	Classroom	031
-	Adams	ECON Sally Port Doors	459,469,489
-	Adams	ECON Fire Doors	N/A
-	Adams	Inside and Outside Gyms	035/657

K. An **Emergency Key Ring in E-Control** will contain the following keys for A Control:

<u>Key Number</u>	<u>Key Type</u>	<u>Location</u>	<u>Door</u>
35TP1	Skeleton	Female Visitation North	012
-	Skeleton	Cong. Holding	013
-	Skeleton	Inmate Waiting	051
-	Skeleton	Holding Cells	052-057
-	Skeleton	Female Medium Dayroom	110
-	Skeleton	Female Maximum Dayroom	120

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-	Skeleton	Classification Dayroom	130
-	Skeleton	Segregation Dayroom	140
-	Skeleton	Medical Waiting	309
-	Skeleton	Booking Sally Port South	414
35TP7	Skeleton	Food Chutes	N/A
35TP3	Skeleton	Property Room Storage	015
MK35TPA	Adams	ACON Master	N/A
35TP32	Adams	ACON Booth	001/002
35TP34	Adams	Nurse's Station	003

L. The **Key Box in Dispatch** will contain one key for each door in the building and the following two emergency rings:

1. Emergency ring number 1 is for the jail section of the building:
2. Emergency ring number 2 for the Administrative and Maintenance sections of the building: