

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 11.05
		Issue Date: March 21, 2005
		Revision Date: January 29, 2019
CHAPTER: Operations Support		Related Policy:
SUBJECT: Key Access/Prox Cards		Related Laws:

POLICY: Physical security for the Sheriff's Main Office facility is designed to protect employees, records, and equipment from potential threat.

RULE: Sheriff's Office members are responsible for maintaining site security through application of published procedures.

PROCEDURE:

I. Key Security

- A. Sheriff's Office keys shall be located in the Communications Center.
- B. Keys located in the Communications Center will be indexed and appropriately recorded.

II. Key Access

- A. Keys must be checked out and in by the Communications/Records Supervisor, or by a delegated authority within the Communications/Records Section.
- B. Keys shall only be checked out to those persons who have a specified need.
- C. All key access transactions shall be recorded on a key checkout log.

III. Key Audit

- A. The Communications/Records Supervisor or designee shall conduct a key audit once a week.
- B. As a result of the audit, any missing keys must be reported to the Support Services Manager through the chain of command immediately for follow-up action.

IV. Key Replacement/Deletion

All requests for replacement and/or deletion of keys that are located in the Communications Center shall be forwarded to the Communications/Records Supervisor.

V. Supervisory Control and Individual Responsibility

- A. The Support Services Manager is responsible for the overall control, maintenance, and security of the keys located in the Communications Center.
- B. Every individual who checks out a key is responsible for the security of the key until such time the key is returned to the Communications Center.
- C. Individuals who lose or misplace a key shall promptly notify their immediate supervisor and Communications/Records Supervisor in writing. These supervisors shall notify their respective chains of command.

VI. Prox Card System

- A. Prox cards are required to access any door that has a prox card reader at the County Courthouse or Public Service Building. Keys for these doors will not be issued.
- B. The Sheriff, Division Captains, Lieutenants, and Support Services Manager are authorized to approve prox cards and access “permissions” for Sheriff’s Office employees. Only the Sheriff and Division Captains are authorized to approve non-Sheriff employees or other persons.
- C. Employees wanting to add, delete or in any way change their access “permissions” must process the request through their supervisor to the Program Manager. If the Program Manager approves the change, the request will be submitted to the Division Administrative Assistant who will coordinate with the County for the change.
- D. Non-Sheriff employees or other persons must process any requests for change through the Sheriff or Division Captain.
- E. All Sheriff’s Office and non-Sheriff’s Office employees must be CJIS cleared and trained before a Prox Card can be issued.