

## ADMINISTRATIVE SERVICES BUREAU

### **NOTICE** 10.3

May 9, 2019

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Administrative Services Bureau

**SUBJECT:** KEY CONTROL POLICIES AND REQUEST PROCEDURES

The purpose of this Notice is to remind Commanding Officers that the Facilities Management Division (FMD) is responsible for processing key requests and ensuring that key control policies and procedures are being followed.

Facilities Management Division has received an increasing number of requests for additional and replacement keys. The Department Manual Section 3/536.20, *Key Control Records*, states in part that "Commanding Officers shall establish and maintain records of Department keys assigned to their command. When employees are reassigned, they shall return **all** keys assigned by their Commanding Officer. This includes desk and workstation keys. This policy establishes procedures and guidelines that control the issuance and return of keys.

Based on the volume of key requests received by FMD, it appears that the key control records policy is not being followed and employees are not relinquishing their Department issued keys as required. Key control is a serious security and cost concern for the Department and the City. The loss of a key to a secure area of a facility can result in the need to rekey locks and reissue keys. The Department does not receive funding to complete this type of work.

#### **Procedures for Key Duplication or Replacement**

When requesting for additional or the replacement of lost, stolen, or damaged key(s) the Commanding Officer shall submit an Intradepartmental Correspondence, Form 15.02.00 (Form 15.2) to FMD. The 15.2 must be signed by the Commanding Officer and provide the following details:

- The requestor's first and last name, rank and serial no.
- The key holder's first and last name, rank and serial no.
- The key number(s)
- The number of keys requested
- Access location; building and room number
- Provide justification for the request
- A Loss Report (if the keys have been lost), Investigative Report, Form 03.01.00
- A copy of the Key Receipt, Form 11.14.00

Additionally, requests for keys to doors or facilities that can be accessed electronically with a Departmental identification card (ID) will be critically assessed for necessity. Using a Department ID card is beneficial because electronic access to doors or facilities can easily be granted or eliminated without the need to provide additional keys, re-key doors or facilities.

**999 Key**

Commanding Officers are also reminded that "999" keys for civilian personnel must also be collected when employees transfer to another Department or upon leaving service with the Department. Personnel Division is responsible for the issuance and replacement of "999" keys for all sworn personnel. Requests for "999" keys for civilian personnel are made via Intradepartmental Correspondence, Form 15.2, directed to the Commanding Officer, Facilities Management Division.

**Key Control Records**

In order to ensure compliance with the *Key Control Records*, FMD will require that a copy of the Key Receipt, Form 11.14.00 (Department Manual Section 5/11.14), be provided along with a loss report when a replacement key is requested. Effective July 1, 2019, FMD personnel will be conducting random key control record audits for compliance with Department Manual Section 3/536.20.

Your assistance in maintaining the security of Department assets through the effective management of keys is greatly appreciated. Questions regarding this Notice may be directed to Police Administrator Thom Brennan, Commanding Officer, Facilities Management Division, at (213) 482-7320.



GLORIA GRUBE, Police Administrator  
Commanding Officer  
Administrative Services Bureau

APPROVED:



BOB GREEN, Deputy Chief  
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Office of the Chief of Police

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