

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> September 10, 2006	<b>NUMBER</b> 2008
<b>SUBJECT</b> Detention: Control and Use of Keys & Security of Cell Doors		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA 20.1.8 & 20.1.9	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>NO. PAGES</b> 2

**A. Policy**

The key control system will provide for an accurate accounting of the location and possessor of each key used to access locked doors within the detention facility. Duplicate emergency keys or a master key should be readily available in emergency situations. (SCLEA 20.1.8)

**B. Procedures**

1. Keys and Cell Doors (SCLEA 20.1.8)
  - a. There will be two cell door keys located within the key control box in the booking office control room.
  - b. One key will remain in the key box and be marked as the jail door master key. This key will only be used in the case of emergencies where both keys are needed in the case of an evacuation, or when the first key is not available.
  - c. The cell door key will be checked out by the on-duty detention officer.
  - d. Cell doors will remain locked at all times whether the cell unit is vacant or not. (SCLEA 20.1.9)

- e. As part of the weekly inspection, each cell door will be checked for vulnerability. This will also be done each time person(s) are placed within the cell unit. (SCLEA 20.1.9)
- f. The sally port and dispatch entrance doors will operate by an electronic door locking system. The sally port doors will be closed at all times except when persons are being delivered to or taken from the detention facilities via the sally port or in circumstances wherein the on-duty supervisor or acting jail administrator authorizes the sally port doors to be opened. (SCLEA 20.1.9)
  - (1) The master switch will be located in the front booking office. The front booking office should remain locked at all times. In the event of failure on the part of the electronic system, this key will manually operate the entrance doors. The on-duty booking officer will have electronic monitoring capabilities for visual observance of the sally port entrance.

By order of:

  
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Martin D. Brown, Chief of Police

9-7-2006  
Date