



City of Racine Police Department
Policy and Procedure

Number: 1209

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| Subject: Key Control | | |
| Date Issued: 10-05-84 | Effective Date: 03-11-11 | Revision Number: 4 |

POLICY:

Physical security of Racine Police Department and related buildings is paramount and the responsibility of the Support Services Division Commander. Every employee has a role in maintaining security and safety in the workplace. Each Division Commander is responsible for key control within his/her respective work area.

PROCEDURE:

When members or employees of the Department require keys, locks, or lock repairs, the following steps shall be taken:

**MEMBER/
EMPLOYEE:**

1. When keys are required for the duties of your current assignment, notify your supervisor. Should replacement be needed due to loss or theft, notify your supervisor promptly and prepare Lost or Damaged Equipment Form (RPD PP44).
2. Department keys shall not be copied without authorization from the Office of the Chief of Police.
3. When reassigned to another shift/unit within the Department, return all keys not required for your new assignment to the Support Services Manager prior to your final hour in that shift/unit.
4. Prior to leaving employment with the Department for any reason, return all department keys to the Support Services Manager along with all other Department items.

SUPERVISOR:

1. Prepare a memorandum or email to the Shift/Unit Commander requesting key(s) or lock(s), whether new or replacement, including what type of key/lock is required.
2. To request a repair of a lock, forward a memorandum or email to the Shift/Unit Commander as appropriate. Include a description of the service needed and the location of the lock.

**SHIFT/UNIT
COMMANDER:**

1. When a supervisor forwards a request for keys, locks, or lock repairs, review the request and endorse it for approval or denial.
2. Forward the memorandum or email to the Division Commander for his/her review and endorsement.
3. Keys returned to you by a member or employee shall be forwarded to the Support Services Manager within 72 hours of receipt.

**DIVISION
COMMANDER:**

1. Review requests for keys, locks, or lock repairs submitted by the Shift/Unit Commander and approve or deny the request.
 - a. If approved, endorse and forward the memorandum or email to the Support Services Manager through the Support Services Division Commander.
 - b. If denied, return the memorandum or forward the email back to the Shift/Unit Commander with a response for the denial.

**SUPPORT
SERVICES
MANAGER:**

1. Upon receipt of a Division Commander's approved request for keys or locks, or lock repairs, approve or deny funds for locks, keys, or repairs that have been requested and arrange for the purchase of the locking devices, keys, or initiate any repairs.
2. Forward the requested keys/locks to the affected Commander.
3. A master key for any Department owned equipment with a locking device shall be maintained by the Support Services Manager.

4. Ensure that when a member or employee is terminated, resigns or retires from employment with the Department, any Department issued keys are returned prior to the member or employee's last hour of employment.

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