



Section 4/100 ♦ General Miscellaneous Operational Procedures		
4 / 111	Key Control	4.29.96 Rev 5.7.07
Accreditation Standards		

4 / 111.05 MASTER KEY CHESTS

The Master Key Chests will be maintained in the Communications Unit and access is permitted only by the following persons:

- Chief of Police
- Command Staff
- Supervisors

The keys to the Master Key Chests will be stored in the Communications Unit file drawer. If an authorized person requests the keys, the Police Communications Specialist on duty will complete the Master Key sign out log and have the entry initialed by the person receiving the keys.

4 / 111.10 CITY FACILITY KEYS

All keys to City facilities that are kept in the Communications Unit will be controlled by the PCS on duty. All keys will be signed out and signed in when returned.

END OF ORDER