

I. PURPOSE

To establish policy providing for the use and control, of keys and proximity access cards in the Fairfax County Courthouse, and the Employee's Parking Garage (Garage A).

II. POLICY

It is the policy of the Fairfax County Sheriff's Office to:

- A. Maintain the security of the Fairfax County Courthouse, and Employee Parking Garage by the enforcement of a proximity card system. This will be conducted by coordinating, for the issue/return of proximity cards with all agencies occupying office space in the Fairfax County Courthouse.
- B. Ensure that no keys are duplicated without the written permission of the Commander, Court Services Division or Chief, Court Security Branch.
- C. Accountability of keys in CS1 and proximity access cards will be maintained at all times to ensure security of Fairfax County Sheriff's Office maintained facilities.

III. PROCEDURE

A. Identification and Definition of Keys:

Of primary importance in the safeguarding of property is a good lock and key issuance and control system. For effective control, accurate records will be maintained and periodic physical inspections and inventories will be conducted. Keys will be accessible only to those persons whose official duties require access to them. Keys to the courthouse will be stored in the guard card cabinet which is maintained by the Facilities Security Unit.

- 1. Issued Keys: Issued keys are grand master keys, which are assigned to the Court Services Division Staff.
 - a. Building Security Keys: These keys are issued to the Facilities Security Staff. Facilities Security supervisors will maintain a monthly audit of these keys.
- 2. Operating Keys: Operating keys are keys used in the daily operation of the courthouse and are not assigned to a specific person. These keys will be kept on a special key board and will be issued by the Court Security supervisors. These keys will be issued and returned daily and will not be taken off the courthouse grounds with the exception of General District Courts in the City of Fairfax, the Town of Herndon and the Town of Vienna.
- 3. Proximity Access Cards: All staff members shall be issued a proximity card for access to the Employee Parking Garage A and the Fairfax County Courthouse.
 - a. Custodial Keys: Custodial keys are operating keys used by custodial staff. These keys will permit access to all areas for which the custodial crew are responsible for cleaning. Custodial keys are maintained in the cleaning company supervisor's office. These keys are accountable by means of a sign in/out log which is kept by the supervisor. Duplication of exterior keys will be made by the Facilities Management Department Locksmith upon

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 711
SUBJECT: KEY CONTROL**

written permission from the Commander, Court Services Division or Chief,
Court Security Branch.



**STACEY A. KINCAID
SHERIFF**

**01/01/00
DATE APPROVED**

**04/01/91
EFFECTIVE DATE**

Revised: October, 2007, January 2008, May 2010, May 2013, April 2016