
	MESQUITE POLICE DEPARTMENT
	102.00 KEY COMBINATION AND PASSWORD CONTROL
	Effective Date: August, 2011
	Approved: _____  Chief of Police

I. General Provisions

- A. All locks used by the police department, except that which secures the Chemical Breath Test Room, shall have the original key secured in a master key security cabinet maintained by the Chief of Police or his authorized representative. No employee shall remove any key placed in this cabinet without authorization from the Chief of Police or, in his absence, his authorized representative.
- B. Selected keys are maintained in a key security cabinet located in the Watch Commander's office. Included in the security cabinet will be keys to the shotgun storage rack and assorted vehicle keys. Access to those keys will be through the on-duty Watch Commander or in his absence any supervisor with the rank of Sergeant or above.
- C. No employee of the department shall possess, use, or control any key, fob, or keycard which has not been issued to him by the Chief of Police or his authorized representative, except in compliance with the provisions of this order.
- D. No person shall duplicate or initiate duplication of any key, fob, or keycard to police facilities without the authorization of the Chief of Police.
- E. Any officer needing access to a secured area for which they are not authorized to enter may contact the on-duty Watch Commander for approval. Access to an unauthorized area will be logged in a log book found in the Watch Commander's office that will document the date, time of entry and exit, secured area accessed and officer requesting access.

II. Emergency Key Box

- A. An emergency key box, containing a Grand Master key, keys to the Jail, and keys to the Property Section shall be mounted in the Communications Center. That box requires the breakage of a security glass for access.
- B. Breakage of the emergency key box security glass may be authorized by the ranking officer on duty. Breakage of the security glass shall mandate a special report to the Chief of Police, detailing the date, time, reason, and results of that action.

III. Narcotics/Controlled Substances Storage Areas

- A. **Short-Term Storage Container (Drop Box)**
A secure storage container into which narcotics, drugs, or other controlled substances may be dropped is provided. This container is to be kept securely locked. No person shall remove any item from this container except as authorized by the Chief of Police.
- B. **Property Section Storage Areas**
 - 1. All narcotics, drugs, or other controlled substances (except those temporarily stored in the drop box) shall be stored in the designated area within the Police Property Section. No single employee shall have access to that storage area. Access to the narcotics storage area is controlled by a bio-reader and a mechanical key lock. To gain access to the area, two persons must activate the bio-reader after presenting a key fob that correlates with their fingerprints. A mechanical key can be used to gain emergency access. No person in the property section shall possess a mechanical key.
 - 2. A duplicate key to each narcotics area lock shall be kept, sealed in tamper-resistant envelopes, in the master key security cabinet.

IV. Computer Files

- A. Certain computerized files are protected by password. No employee shall use or attempt

to use any password which he is not authorized to use.

- B. All employees are required to take steps to protect their password. Disclosure of a personal password to another person is prohibited. It is not acceptable to leave the system default password as the user's personal password.

V. Long-Distance Telephone Authorization

- A. Long-Distance telephone authorization is granted by individual password. No employee shall use or attempt to use a long-distance telephone access password which he is not authorized to use.

- B. Disclosure of a personal long-distance telephone access password to another person is prohibited.

EFFECTIVE: May, 1984; REVISED: September, 1990; FORMERLY: B/84-12; REVISED: January, 1992; REVISED: January, 1996; REVISED: August, 2003; REVISED: August, 2011