



GERALD COUCH  
Sheriff

# OFFICE OF THE SHERIFF

## HALL COUNTY, GEORGIA

610 Main Street  
Gainesville, Georgia 30501  
Phone: 770-531-6900 Fax: 770-531-7150

July 29, 2015

Craig Lutz  
craig@vote4lutz.com

**Reference: Open Records Request  
Security Door Cards for Courthouse**

Ms. Lutz,

The following is in response to your Open Records request, received by the Hall County Sheriff's Office on July 27, 2015 regarding the above referenced item. Reference number 2015-304 has been assigned and should be referenced for all future correspondences and/or communications.

Our office performed a search and located the records requested.

The records are attached with this letter. You may contact me by telephone at 770-531-6877 or by email to [openrecords@hallcounty.org](mailto:openrecords@hallcounty.org) should you require further assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lt. Gilbert".

Lt. Stephanie Gilbert  
Open Records Officer

SG/dt

## KEY CONTROL AND ELECTRONIC KEY SYSTEM

It is the policy of the Hall County Sheriff's Office to provide a Key Control Program to make sure the security and integrity of the Courthouse complex is not compromised. The Key Control Program will include a variety of procedures for making sure that only Court Security Officers of the Hall County Sheriff's Office Administrative Division control all locking devices.

### I. CATEGORIES OF KEYS

- a) Security keys – loss, theft or unauthorized duplication of these keys could jeopardize the safety and/or security of the Courthouse Complex, court division staff, courthouse employees and visitors, and the public. Urgent security action would be required.
- b) Non-security keys – loss, theft or unauthorized duplication of these keys would not require security action for the safety and/or security of the Courthouse Complex, courthouse employees and visitors, or the public.

### II. KEY CONTROL OBJECTIVES

- a) Organize the receipt of security and non-security keys.
- b) Mark all keys for easy identification.
- c) Provide an entry log for accountability purposes.
- d) Establish a system to record issuance and retrieval of keys from authorized personnel.
- e) Use a logbook and/or computer as inventory tools to support audits of issued and stored keys.
- f) The inventory of keys will be kept secured and systemized so that authorized personnel may have rapid access to the keys.
- g) The Court Services Lieutenant or his designee will be the Key Control Officer, he will be responsible for the Key Control Program, to include the following.
  1. Security of keys.
  2. Issuance of keys.
  3. Completion of audits and reports.
  4. Updating of key control procedures; and
  5. Requests for lock and key replacement.

### III. MASTER KEY BOX

- a) A master key box will be kept in the Hall County Sheriff's Court Services Division Office. The master key box will have positions consecutively numbered starting with the number one (1). Each position holds one essential tag with attached keys. All keys not issued will be kept in the master key box.
- b) Each key will be numbered with a position number.
- c) An up-to-date list of essential tag numbers will show location each key fits.
- d) Newly assigned Officers/employees will report to the Key Control Officer for issuance of their permanent keys. Keys will be returned to the Key Control Officer when an Officer/Employees is terminated, reassigned, retires, or no longer requires a permanent set of keys. The master key log will show the return date and the Officer/employees receiving or returning keys.

### IV. LOSS, THEFT. OR DAMAGE OF KEYS

- a) Officers/employees will immediately advise a supervisor when any key has been lost, stolen or damaged. The officer will include when the loss or theft was discovered or damage occurred, the circumstances surrounding it, and the specific keys involved. For lost or stolen keys the officer or employee will submit an incident report to the Supervisor, Key Control Officer, and Court Services Division Commander.
- b) When security keys are stolen or lost proper security precautions will be taken to prevent unauthorized access to sensitive areas.

Continued Key Control:

V. **RESTRICTED KEYS**

- a) Restricted keys provide access to areas that are designated as restricted access for authorized personnel only.
- b) Restricted keys shall be kept secured in the Court Division Office, and shall only be distributed to those personnel designated by the Division Commander.

VI. **DUPLICATION OF KEYS**

- a) Unauthorized possession, alteration, making duplication, manufacture, or copying of keys is prohibited. Any such incidents will be reported in writing to the Court Services Division Commander and Key Control Officer. The Court Services Division Commander or his designee will conduct an investigation and/or call in an investigator if any such incident occurs or is suspected to have occurred. Employees are subject to disciplinary action for duplicating keys. If criminal acts are involved the person(s) involved may be prosecuted.
- b) Duplication of keys, or changes/repair of locks will be coordinated with the Key Control Officer and Court Services Division Commander as needed.

VII. **GUN LOCKERS**

- a) When gun locker keys are lost or stolen, a new lock will be installed on the gun locker