



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services (Facilities)



Subject:

Key Control

Section – Policy Number:

A: Security – 2.2

Supersedes:

**II-A-2.2 03/07
II-A-2.2 (01/96)**

Effective Date:

02/19/2010

Date of Last Review:

04/14/2016

Related Standards and References:

- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Security
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-2A-23 (Key Control)

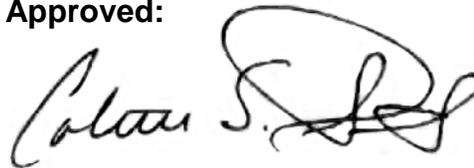
Related Procedures:

- Facility local procedures

Policy Owner:

Facility Services Assistant Director

Approved:



Colette S. Peters, Director

I. PURPOSE:

This policy provides general guidelines for accountability and assignment of keys in OYA facilities.

II. POLICY DEFINITIONS:

Emergency Keys: Keys maintained on key ring(s) used to provide prompt access to all parts of the facility during fires, riots, or other urgent situations.

Facility Access Keys: Keys that allow staff to access work areas of the facility within the scope of their assigned duties. If lost or stolen, these keys could be used to facilitate an escape or jeopardize the security of the facility, facility property, staff, visitors, or youth.

Medical Cart/Cabinet Keys: Keys maintained on living units within a strict chain of custody for access to medications prescribed to youth assigned to the living unit.

Perimeter Keys: Keys that allow a secure perimeter to be breached.

Utility Keys: Keys that if lost or stolen would not likely jeopardize the security of the facility nor facilitate an escape. Examples include keys to desks, personal lockers, padlocks, and filing cabinets.

Vehicle Keys: Keys used to access or activate an authorized facility motor pool motorized vehicle, including tractors and other specialized machines, located inside or outside the secure perimeter of the facility.

Restraint Keys: Keys used to access restraint devices. If lost or stolen, these keys could be used to facilitate an escape or jeopardize the security of the facility, staff, visitors, or youth.

III. **POLICY:**

OYA is committed to providing a safe and secure environment for youth and staff. Keys at facilities are to be accounted for at all times and precautions must be taken to prevent the use of keys for unauthorized access or escape from all facility areas.

IV. **GENERAL STANDARDS:**

- A. OYA will issue staff the keys necessary to enable them to effectively perform their assigned duties.
- B. The keys issued by OYA are the only keys authorized for use in facilities.

Unauthorized duplication, marking, impression-making, or possession of keys is prohibited.
- C. All facility key rings must be individually identifiable and tamperproof.
- D. Staff Responsibilities
 - 1. Staff must keep facility-issued keys in their possession at all times while on duty.
 - 2. Staff will carry and use keys in a secure, discreet and professional manner.
 - 3. Information about keys, locks and other security systems will not be discussed or referenced in the presence of youth.
 - 4. Staff will immediately report any key or lock malfunction to their supervisor. Staff will not attempt to force any lock to turn.
 - 5. Staff must immediately notify the superintendent/camp director or designee when a facility access key, vehicle key, emergency key, or perimeter key is missing. Staff must follow facility procedure to account for or recover the missing key.
- E. Emergency key sets must be clearly identifiable as emergency keys, both when in a storage location and while being used.
- F. Facility Access Keys

1. All facility access keys that are not in the possession of staff on duty must be securely stored at the facility in a manner that would make any loss or removal immediately apparent.
2. A facility access key accountability check will be completed and documented at a minimum of once per day.
3. Quarterly audits of the accountability and working order of facility access keys and lock systems will be conducted and documented by the security manager or designee(s).

G. Perimeter Keys

1. Perimeter keys must be securely stored.
2. Access to perimeter keys must be authorized in advance by the superintendent/camp director or designee.
3. The issue and return of perimeter keys must be documented.
4. No set of assigned facility access keys may access any secure perimeter lock.

H. Medical Cart/Cabinet Keys

Staff assigned medical cart/cabinet keys must maintain that key in a manner consistent with the current Facility Operations Post Order on Medication Administration Responsibilities.

- I. A youth must never be authorized to use or possess any facility key; nor a staff member's personal key.
- J. Restraint keys must be limited and controlled according to facility operations and local procedure.

V. LOCAL OPERATING PROTOCOL: YES

Each facility must develop protocols to ensure the proper accountability and assignment of all keys. Protocols must address:

- A. Identification and assignment of keys;
- B. Issuance of keys;
- C. Key accountability;
- D. Key and lock inventory; and
- E. Lost key(s).