I. PURPOSE

To establish guidelines in the accountability, control and use of keys and locks with the Department of Corrections facilities.

II. DEFINITIONS

A. Blank Key: A key with a special uncut design that may be used to match the cut of another institution key.

B. Designated Key Storage Area: A designated secured area to store keys, locks and equipment. Access to this area is restricted unless authorized by the functional unit manager or designee.

C. Emergency Key: A key or key ring specifically reserved for use in emergency situations.

D. Inactive Key: A key for a lock(s) not currently in use at the facility and/or a key not issued to a key ring.

E. Inmate Key: A key designated for use by an inmate to a specific area approved by the functional unit manager or designee.

F. Institution Key: Keys used by employees, contractors and volunteers during daily operations of the facility.

G. Key Chit: An officially issued photo ID card or metal tag used by authorized personnel in exchange for an institution key ring.

H. Key Ring: A term used to identify a particular institution key or combination of keys contained on a key ring and identified by number.

I. Master Key: A key designed to open more than one lock of the same series; i.e., grandmaster, sub-master, etc.

J. Pattern Key: A non-issued key, set aside as a guide key to be used for cutting additional keys of the same cut and design.

K. Restricted Key: Key(s) and/or key ring(s) that may only to issued to designated personnel and/or issued with the authorization of the functional unit manager or designee.
L. Vehicle Key: Keys which typically actuate motorized vehicles operated by facility staff for official purposes, including tractors and other specialized machines located inside or outside the secure perimeter of the facility.

III. POLICY

A. Key Control System

The key control officer shall maintain the key control system so that keys are accounted for, updated and replaced as necessary. The key control officer shall maintain key equipment, records, inventory, rings, requests, training, chits, floor plans (maps) and the issue and return of keys and locks.

1. Key Equipment:
   a. The tele-key cabinet and associated equipment shall be accessed and maintained only by personnel who have received written authorization from the security manager.
   b. The tele-key cabinet shall be maintained as follows:
      (1) Pattern keys on hooks number
      (2) Key blanks
      (3) Core locks
      (4) Key making machine

2. Key Records:
   a. A tele-key cross index record shall be maintained as follows:
      (1) Key number to lock and location
      (2) Location of lock to key number
      (3) Key number to key ring
      (4) Key ring number of assigned keys
      (5) Key ring assignment
   b. A cross index file shall be maintained listing the key inventory on each key ring.
   c. Change of lock location or duplication of keys: Any change in location or duplication of any key or lock must be authorized by the security manager.

3. Key Inventory:
a. An inventory shall be maintained as follows:

(1) Keys on each ring
(2) Locks
(3) Inactive keys
(4) Master keys
(5) Key blanks (perpetual)

b. A physical inventory shall be implemented as follows:

(1) The personnel obtaining or receiving institution key rings shall count individual keys on the key ring to verify the number of keys stamped on the tag.

(2) A designated control officer on each shift shall inventory all institution key rings maintained at the control center and/or designated areas. Discrepancies shall immediately be reported verbally to the officer-in-charge, and in writing to the security manager and key control officer.

(3) Locksmith or key control staff shall complete quarterly inventory on all keys. Documentation of inventory will be submitted to the institution security manager.

4. Key Rings:

a. An institution key ring list shall be maintained in the designated key storage area(s).

b. The institution key ring list shall be maintained by the key control officer for all institution key rings as follows:

(1) Vehicle keys
(2) Institution keys
(3) Restricted keys
(4) Emergency keys

c. Each authorized position in the facility shall have a set of institutional keys specifically designed for the assigned work area.

d. Each key ring shall have a tag that identifies the key ring number (set#) and the number of keys assigned to the key ring. All emergency key sets shall have an additional smaller tag which identifies the area to which the keys are assigned.
e. Keys or other items shall not be removed or added to any institution key ring.

f. The loss of institution key(s) shall immediately be reported to the officer-in-charge and security manager, and a recovery search shall be conducted. The personnel responsible for the loss of the institution key ring or key shall make a detailed report to the security manager. The key control staff shall forward cross-reference break down of key set by area to the security manager.

g. Inactive keys shall be removed from the active institution key rings and placed on the inactive key inventory.

h. Master keys shall be restricted to use for institution key rings that require access to numerous areas.

5. Key Request:

a. Personnel may request the creation or modification of a key ring(s) by submitting a written request to the security manager.

b. Personnel may request by writing to the security manager that a key or lock be added, removed, and/or replaced.

6. Key Training:

The security manager shall ensure new employees are trained before being authorized to receive institution key rings. This training will include the following:

a. Key control;

b. Read and understand this policy (Keys and Locks); and

c. Review, understand and sign the institution form on "Key Control and Requirements."

7. Key Chit:

Each facility employee will be issued key chits with his/her identity stamped or reflected on them.
8. Key Issue:

   a. Each institution key ring shall be issued from the designated key storage area by placing the appropriate key chit on the hook from which the institution key ring was removed.

   b. All emergency and restricted key rings other than authorized use shall be logged in the key checkout log. Emergency keys rings will be issued immediately and logged immediately after the issuance.

   c. Personnel obtaining an institution key ring shall count the number of keys on the ring to verify that the number of keys on the ring correspond with the number stamped on the small metal tag, and inspect the condition of the keys. Any discrepancy shall be immediately reported verbally to the officer-in-charge and in writing to the security manager’s office.

   d. Personnel wanting to use a key ring in possession of another person will exchange their key chit with the other person for the key ring. The person who has exchanged the key ring for a key chit shall then return the other person’s key chit to the control center and exchange the key chit for their own. The person receiving the key ring shall ensure the correct number of keys is on the key ring.

   e. Personnel shall return in their key ring to the designated key storage area and obtain their key chit before leaving the facility grounds or at the end of their shift.

   f. Personnel who inadvertently remove keys from the facility must return them immediately.

B. Personnel Key Control Responsibilities

1. Key control is the responsibility of all Department of Corrections personnel.

2. Personnel shall obtain an institution key ring from the designated key storage area by exchanging their key chit for the key ring.

3. Personal keys must be maintained on an employee’s person or stored in a secure area at all times.

4. Personnel must be in possession of issued keys on their person at all times.

5. Personnel shall exercise care not to allow inmates to see numbers on keys or to observe the key cut for any period of time.

6. Keys or the method of their use shall not be shared or surrendered to any inmate.
7. Personnel shall not throw keys to each other. Personnel shall utilize a hand-to-hand exchange, maintaining key control at all times.

8. Personnel shall immediately provide a verbal report regarding key malfunctions to the officer-in-charge and submit a written report to the security manager and key control officer. The top portion of a broken key is to remain on the key ring until the damaged key has been replaced.

9. Personnel shall immediately report verbally to the officer-in-charge and in writing to the security manager and key control officer any malfunctioning or marginally working lock.

10. Personnel shall immediately report verbally to the officer-in-charge and in writing to the security manager and key control officer any malfunctioning or marginally working lock.

C. Vehicle Keys

1. Certain key rings shall be designated as vehicle keys. A list of these keys (Institution Key Ring List) shall be located in the designated key storage area.

2. Vehicle keys shall be maintained on designated key hooks inside the key storage area.

3. Personnel using an institution vehicle shall obtain the vehicle key ring from the designated key storage area.

D. Restricted Keys

1. Certain key rings shall be designated as restricted keys. A list of these keys (Institution Key Ring List) shall be located in the designated key storage area. The Institution Key Ring List shall be maintained by the key control officer and approved by the security manager.

2. All institution keys shall be restricted if used for the following:
   a. Inmate records, including grievances;
   b. Personal property storage;
   c. Valuables storage;
   d. Evidence storage;
   e. Personnel records storage;
   f. Canteen sales and storage;
   g. Armor and/or vault;
   h. Food storage (warehouse);
l. Medical department keys;

j. Inactive key storage area; and

k. Others as designated by the functional unit manager.

E. Emergency Keys

1. Certain key rings shall be designated "emergency keys." Such keys will be listed on the Institution Key Ring List maintained in the designated key storage area.

2. Emergency keys will be identified by a RED tag on the key ring.

3. Emergency keys shall be maintained in a secured designated area with a floor plan (map) of the facility. The floor plan will reflect all entrances and exits within the facility.

4. Individual emergency keys will be color coded on each key ring set. The color reflected on the key will match the color placed on or near the lock or door that it is designated to open.

   a. Facilities will develop a consistent color code to implement this process. The location of the color code on the lock or door will be easily located and visible.

   b. The color code system will be the responsibility of the security manager, and shall be maintained and updated each quarter by the key control officer.

5. Emergency keys shall be checked once per quarter by the key control officer or designee to assure proper operation. A report on the necessary repairs or changes will be submitted to the security manager.

G. Inmate Keys

1. Inmate shall not possess keys unless issued and authorized by the security manager or designee.

2. Inmates may be issued one key to their cell (except dormitory inmates) which shall be used to open their door during authorize movement. The inmate receiving the key will be given a direct order to maintain the key in his/her possession at all times and must report lost keys to the officer-in-charge immediately.

3. If an inmate loses a cell key, he/she shall report it immediately to the officer-in-charge. The officer-in-charge shall instruct the inmate to search for the lost key. If the key cannot be found, the officer-in-charge shall initiate formal disciplinary action and report the loss to the security manager and key control officer.

4. All unassigned inmate cell keys shall be maintained in a designated key storage area.
III. IMPLEMENTATION

This policy will be adopted immediately without further modification.