**NEW MEXICO ASSOCIATION OF COUNTIES**

**SAMPLE KEY CONTROL POLICY**

1. **REFERENCES:**

Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, Standards 4-ALDF-2D-21, 4-ALDF-1C-03 and 4-ALDF-7B-08, 4-ALDF-7B-09 and 4-ALDF-7B-10.

1. **PURPOSE:**

The purpose of this policy is to provide basic principles and general procedures for: organizing; inventorying; storing, issuing; distributing; and handling of facility keys.

1. **POLICY STATEMENT:**

It is the policy of the County to maintain a key control program that provides staff control over locks, keys, and locking devices; restricts access to sensitive keys; and provides a means for the immediate release of inmates from locked areas in case of an emergency and provides for a back-up system.

1. **DEFINITIONS:**
2. Security keys: Keys that if lost or duplicated by inmates would jeopardize the safety and security of the facility, employees, visitors, or inmates, or directly or indirectly facilitate an escape or jeopardize the safety of the public, staff, or inmates.
3. Non-security keys: Keys that if lost would not require urgent security action and do not control access to security-type doors, grilles, or areas with hazardous or sensitive materials.
4. Emergency keys: Duplicate keys that are used as a manual back-up system if power operated locks fail, or in case of a fire or other emergencies. Emergency keys should be maintained on key rings in a separate area apart from operational keys and identifiable by sight and touch.
5. Restricted keys: Keys that provide access to restricted areas of the facility and are issued only to certain designated employees.
6. Master keys: Keys that operate more than one lock.
7. Inactive keys: Keys that are no longer usable due to damage, breakage or have been replaced.
8. **PROCEDURAL GUIDELINES:**
9. Key Inventory and Identification:
10. A complete inventory of all institutional keys will be identified and recorded in the following manner, which includes a cross-index:
11. Key manufacture and number to lock and location
12. Location of lock to key manufacture and number
13. Number of keys to key ring
14. Key number to assigned keys
15. A master inventory of all facility keys will be kept in the office of the Chief of Security, with duplicate copies secured in the office of the Detention Administrator and must be accessible to the Shift Supervisor. Included in the inventory should be facility blueprints showing the location of all permanent locks.
16. A secondary secure storage area for emergency keys should be maintained outside the facility such as in a secure area near the entrance to the facility. At a minimum, this set of back-up emergency keys will provide access to the Master Control Center, Armory or Lock Shop.
17. Any change in locks or duplication of keys will be authorized only by the Detention Administrator, Chief of Security or designee. Any changes in the master inventory will be forwarded immediately to the Detention Administrator, Chief of Security, Shift Supervisor and Master Control Center.
18. Keyboard/Key box:
19. A keyboard or key box sufficient to accommodate all operational keys and key rings will be maintained in the Master or Central Control Center. The keyboard should contain vertical rows of lettered hooks and numbered horizontal rows. Every keyboard hook should contain the key number and the number of keys assigned to the hook on the hook itself, therefore every keyboard hook will be filled at all times, either with a set of unissued keys or an employee metal name tag (receipt for the key ring issued) or a metal tag issued by the Key Control Officer indicating that the hook is no longer in use. A metal tag will be attached to each key ring, stamped on one side with the number of keys contained in that particular key ring.
20. All key rings that are maintained on the operational keyboard or key box should be soldered closed, clamped with tamper proof key rings or epoxied shut to prevent tampering or removal. The alteration of key rings or operational keyboards is prohibited. Any changes made to any of the operational key rings, keyboards or key box can only be made by the Key Control Officer upon approval by the Detention Administrator or designee.
21. Master Control Center Officers are responsible for inventorying the operational keyboards or key box as soon as possible after reporting for work, on each shift. The officer will check each hook to ensure that either unissued keys or employee tags are present. This inventory will be recorded in the officer’s daily log. Any discrepancies will be immediately to the shift supervisor by the inventorying officer.
22. Restricted Keys:
23. Restricted keys should be kept in a location within the Master Control Center, but separate from the operational keyboard or key box and clearly identified as such.
24. Restricted keys are only to be issued to pre-designated employees.
25. Restricted keys should be color-coded in a color different from emergency keys or other types of keys.
26. Some examples of restricted keys are: food service storeroom area; commissary storage; pharmacy; inmate medical/mental health records storage areas; business office; investigators offices; and the detention administrator’s office.
27. Restricted keys are only to be issued to the person authorized for their use. The shift supervisor must authorize any other issue of these keys in writing, and a copy of the authorization must be routed to the Chief of Security.
28. Restricted keys should be kept to a minimum.
29. A log will be maintained to record all instances of Restricted Key issuance and returns. The log will contain at least, the date, time and name of employee who was issued the Restricted Key and the time and date of return.
30. Emergency Keys:
31. Emergency keys are to be used in case of a fire, disturbance, or other major emergency and will be identifiable by sight and touch as well as the corresponding lock, door or grill.
32. Emergency key rings should be stored in a separate area of the Master Control Center keyboard of key box and typically color-coded in “red”. Each key ring will be color coded and configured so as to take staff from the perimeter, or whatever starting point is designated for that set, through every necessary door or grill in that part of the facility. This system must identify the doors or grills and locks each key will open.
33. Emergency key rings will be soldered closed, clamped with tamper proof key rings or epoxied shut to prevent tampering or removal. The alteration of emergency key rings is prohibited.
34. Emergency key rings should contain the least amount of keys necessary to enter or exit a particular area or zone of the facility.
35. Emergency keys will be tested at least quarterly to insure effectiveness.
36. The keys on the emergency ring themselves will be regularly rotated into use to prevent uneven wear. This will ensure the locks are properly functioning, all key wear is within limits, and staff are familiar with the operation of the system.
37. A record of issue will be forwarded to the Chief of Security whenever a set of emergency keys is checked out.
38. A duplicate set of emergency key rings will be maintained in a separate, secure location, apart from the area containing operational keys, unless the issuing point is outside the perimeter.
39. Vehicle Keys:
40. Vehicle keys for county vehicles should be kept in the Master Control Center.
41. Vehicle keys should be kept separate from other types of facility keys.
42. Vehicle keys need to be inventoried at the beginning and end of each shift by the Master Control Center Officer.
43. Staff Training:
44. All staff must be trained in the key control system, and particularly on the emergency system, so that in time of crises anyone issued any set of keys can use them properly and effectively. As part of this training, employees will be trained on the following key control principles and practices both in the pre-service and in-service training programs.
45. Staff should carry and use keys as inconspicuously as possible.
46. Keys should be kept on the person at all times and not left unattended.
47. Keys should be kept in trouser pockets or in a key pouch.
48. Whenever staff receive keys from another employee or check out keys from the Master Control Center, they should confirm the key count with the ring tag. If they do not match, notify the Master Control Center Officer and Shift Supervisor immediately.
49. Avoid reference to key numbers or any identifying information in the presence of inmates, or in radio transmissions, and unit logs.
50. Keys should be exchanged hand to hand and never tossed or thrown.
51. If a lock does not operate function easily or properly, report the malfunction immediately to the Master Control Center Officer and Shift Supervisor followed by a facility work order.
52. Never permit an inmate to handle any security key or key ring.
53. Do not leave keys in or on a desk. Staff must maintain possession of their assigned keys at all times.
54. Personal keys and institutional keys must not be placed together on any key ring.

**THIS POLICY WILL BE REVIEWED AT LEAST ANNUALLY AND UPDATED AS NEEDED.**

Approved by:

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Attachments: Sample Key Control Forms