

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="font-size: 2em; text-align: center;">318.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">4</p>
	<p><u>CHAPTER:</u> Institutional Operations</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-5E-1 et seq.; ACA 3-JTS-3A-22; ACA 3-JDF-3A-22; 3-JCRF-3A-13; ACA 1-JDTP-3E-12</p>
<p><u>SUBJECT:</u> Key Control</p>		
<p><u>DATE:</u> July 1, 2009</p>		

POLICY

This is to establish a uniform key control policy for all Division of Juvenile Services facilities. Residents will not be allowed to possess keys at any time.

CANCELLATION

This policy has been reviewed and supersedes Policy 318.00 dated April 1, 2009.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' facilities.

DEFINITIONS

1. **Emergency key ring:** A key ring that has keys to all doors in a facility, unit or building and shall enable staff to access every area of facility, unit or building rapidly to respond to an emergency if electronic locks are disabled or unavailable.
2. **Key control officer:** Staff member assigned by the Facility Superintendent/Director who is responsible for the control of keys in accordance with this policy.
3. **Secure door keys:** Secure door keys are keys that lead to unsecured areas of the facility or to doors of control rooms or other restricted areas.

PROCEDURES

1. KEY INVENTORY AND INSPECTIONS
 - a. A secure master inventory will be maintained that specifies key number, location of

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the lock/locking device, number of keys available for each lock/locking device, key rings and number of keys on each ring.

- b. A cross-reference index to include a list of all keys referenced to doors or locking devices and a list of doors or locking devices referenced to keys.
- c. A monthly inspection and inventory of all keys/key rings will be conducted by the key control officer and documented.
- d. The key control systems of each facility will provide an exact accounting for all facility keys to include location and possessor of key/key rings.
- e. All keys will be accounted for by staff before assuming duties for that post.

2. KEY STORAGE

- a. Key/key rings will be stored so that residents do not have access when the keys are not in the possession of a staff member or other authorized person.
- b. There shall be a master key to every door maintained in storage.
- c. Fire and emergency key rings shall be created and easily identified.
- d. A key inventory list will be maintained at the point of storage for accountability.

3. KEY LOSS OR DAMAGE

- a. All keys shall be inspected upon issuance for damage. Damaged keys will be taken out of service as soon as possible.
- b. An incident report will be written for any key loss or damage.
- c. The shift supervisor, Facility Superintendent/Director and Administrative Duty Officer will be notified in the event of a lost key.
- d. The Facility Superintendent/Director has the discretion of replacing keys and locks for keys that have been lost by an employee.

4. KEY ISSUANCE

- a. All keys/key rings shall be issued from a designated secured central location.

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- b. Unless a chit system or electronic key control system is used each time, an entry shall be made in the key control log (Attachment #1). The key control log shall contain the following items:
 - i. the key/key ring number,
 - ii. date and time of issue,
 - iii. date and time of return,
 - iv. name of the person to whom the key/key ring was issued,
 - v. the initials of the staff member who issued the key/key ring,
 - vi. name of the person who returned the key/key ring, and
 - vii. the initials of the staff member to whom the key/key ring was returned.
 - c. Issued keys/key rings shall be inventoried at the beginning and ending of each shift and documented on the appropriate logs by assigned staff.
 - d. Key/key rings that are permanently issued to a specific employee or authorized person will be signed for on a log maintained by the key control officer.
 - e. Permanently issued keys shall be returned by the employee upon request of the Facility Superintendent/Director or designee. The Facility Superintendent/Director has the discretion of replacing keys and locks for keys that are not returned by an employee.
 - f. Employees will be responsible for the safe-keeping and control of keys/key rings issued to them.
 - g. Secure key/key rings shall not normally be carried by staff that can be used to effect an escape.
 - h. Control room door keys are considered secure door keys because they access areas where electronic panels and computers that control exterior doors are housed.
 - i. Keys should be carried inconspicuously by staff. Residents should never be allowed to handle keys or instructed as to what doors those keys open.
5. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

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RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED: Dale Humphreys July 1, 2009
Director Date