ST. LOUIS COUNTY

JUSTICE CENTER

DEPARTMENT OF JUSTICE SERVICES

ST. LOUIS COUNTY, MISSOURI

NUMBER: 825   SUBJECT: Key Control

ACA STANDARDS: 4-ALDF-2D-01

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 4/1/86   REVISION DATE: 11/89, 3/90,
                                                 9/97, 7/05, 4/07, 1/09, 11/13

I.   POLICY

The St. Louis County Department of Justice Services shall establish a key control system to provide for the secure storage, accountability and inventory of keys and a method of issuing, distributing and controlling keys within the facility.

II.   RESPONSIBILITIES

The St. Louis County Department of Justice Services' and Public Works' staff are responsible for the following procedures.

III. DEFINITIONS

Security Keys: Any facility key which, if lost or duplicated by unauthorized persons, would jeopardize the security of the facility, facility property, employees, visitors and inmates, or directly or indirectly facilitate an escape.

Non-security Keys: Any facility key that does not jeopardize the safety and security of the institution.

Emergency Keys: Keys used only during emergency situations such as fire riot or evacuations that allow staff access to certain areas of the facility.

Key Tracking System: A keying technology in the Master Control Sallyport key box that allows Watch Commanders to track key movement by time, date and user code. The system will only release a key if a valid user code is entered and it will record access history of each key and user code.

IV.   PROCEDURES

A.   General Information

1.   Under no circumstances will an inmate be permitted to handle any facility keys.

2.   Employees will avoid reference to key numbers and identifying information in the presence of inmates.

3.   Keys are not to be thrown from one officer to another.

4.   Keys shall be carried in a secure manner at all times.

5.   Keys will not be left in locks or used to lift or pull open a door hatch.

6.   Keys shall not be left unattended on counters, desks, etc.

7.   If an employee inadvertently removes a key from the facility that is needed for the continued operation of the facility, the Watch Commander will contact the employee and the key will be returned immediately. If the keys are not security keys or they will not jeopardize the operation of the facility it is up to the Watch Commander's discretion if the keys should be returned immediately or on the employees next scheduled work day.

8.   If a lock does not operate properly, the Watch Commander or supervisor of the area will ensure Public Works staff is notified and the lock is repaired. Excess force will not be used to operate any lock.

9.   Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

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15. All keys will be numbered by tag or by chip. Key functions will be posted in certain key boxes.

16. All keys boxes will remain locked except when in use.

17. Any key removed from a key box or returned to a key box will be signed in or out on a Key Sign In/Out Sheet. Exception will be on the Master Control Sallyport Key Box, See Section B.

B. Issuing Keys from Master Control Key Tracking System

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2. The Security Electronics *Administrator* is the designated staff to issue Personal Identification Numbers, record this information and maintain the information.

3. Personal Identification Numbers and passwords should never be given out to another staff member for any reason.

4. When a staff member has completed his/her shift and before he/she departs the facility, he/she will return his/her keys to the Master Control Sallyport key box.

5. If the Key Tracking System is not working or a special request is made for keys, the Watch Commander will record this information on a Command Center Sign In/Out log. The Sign In/Out log will be reviewed by the Watch Commander on each shift (initial the log) and completed logs will be maintained by the Watch Commander.

6. Additional keys or rings can not be added to any of the smart key rings in the Master Control sallyport key box. If additional keys need to be added to the ring, the staff member will inform the *Superintendent of Security* of the change. All keys will be locked with a security ring.

7.   The Watch Commander on each shift will check the status of any alarms. If the key is overdue, the Watch Commander will contact the user.

C. Issuing Keys in Housing Units

D. Issuing Keys in Transportation

E.   Emergency Keys

1.   Emergency keys are to be used during emergency situations only. Those situations that could require immediate access to security keys are as follows:

a.   Keys required to maintain maximum security during abnormal jail operations.

b.   Normally assigned security keys are unavailable due to key breakage, key loss or key unaccountability.

c.   Any circumstances that warrant emergency security.

NOTE: The Safety Officer will conduct a quarterly emergency key check. During this time the Safety Officer will remove the keys to test the keys and the locks.

2.   Emergency keys boxes are located in the following areas:

F.   Inventory of Keys

NOTE: Unit Managers and Superintendent's will conduct a weekly check of daily key inventories and Keys Sign In/out logs and initial the logs to verify the check.

4.   The supervisor of the area will complete a Monthly Key Inventory form. This form covers an entire year. The supervisor of the area

will maintain the form until the completion of the December inventory. The form will then be forwarded to the *Superintendent of Security*.

NOTE: The *Superintendent of Security* will conduct quarterly inspections of Daily Key inventories, monthly inventories and Key Sign In/out logs and initial the form to verify the check.

5. When a key(s) is missing or lost, the staff member discovering the missing key(s) shall notify the supervisor of the area who will immediately notify the Watch Commander and submit an Incident Report. A search for the key(s) shall be conducted. Upon completion of the search and the key(s) are not accounted for, an additional Incident Report shall be written and submitted to the *Superintendent of Security.*

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G. Department of Public Works

1. Department of Public Works' staff will request keys for the secure perimeter at Master Control Sallyport. Staff members will sign keys in and out following the steps in B-1-a-h in this policy.

NOTE: Only one (1) set of keys will be signed out by a Public Works' staff member.

2. When the Department of Public Works' staff need a key added/removed from one of the rings, the supervisor will notify the *Superintendent of Security*. The *Superintendent of Security* will ensure the key is added/removed and the inventory is changed to reflect the change.