

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Facility Operations	<b>3.1.13</b>
<b>SECTION:</b>	1	Security and Control	<b>EFFECTIVE DATE: 7 / 21 / 2020</b>
<b>SUBJECT:</b>	13	<b>Key Control</b>	
<b>STANDARDS: ACA – 4 – ALDF:                    2D-01</b>			
<b>APPROVED:</b>			<b>REVIEW DATE: 7 / 21 / 20</b>
_____ <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b>
Rescind: 3.1.13 dated 10/15/07 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to account for and control the use of facility keys.

**II. RESPONSIBILITIES**

All Division of Corrections employees, volunteers, contractors and other agency employees conducting business within the Divisional facilities are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**IV. PROCEDURES**

**A. General Information**

1. Key and lock control is an essential part of facility security. The system effectively manages any size network of locks by pinpointing the responsibility of each individual staff member and by providing quick information on all locks and keys. Without proper key control, locks provide little deterrent to illegal or unauthorized entry into a facility or secured areas within a facility. Therefore, it is mandatory that all keys and locking systems utilized within a facility be closely monitored and controlled.

**POLICY & PROCEDURES**

---

2. The Commissioner of Corrections shall appoint a key control staff member via memorandum, to serve as the facility locksmith.
3. There shall be a key control shop which will be located in a secure area within the facility and limited to only those with authorization to enter.
4. The facility shall maintain key control box where facility keys utilized during normal operations will be maintained and checked in and out.
5. The Facility shall maintain a hot key cabinet where all keys classified as such will be maintained.
6. The Maintenance Supervisor/designee will ensure the key control box and/or cabinet's physical structure and layout is secure and correct.
7. All key rings will be brazed or otherwise secured to prevent removing or adding keys to rings without authorization.
8. All key rings will have a key ring I.D. number tag assigned to it by the Chief of Security. The total number of keys on each ring will be etched on the Key Ring I.D. Tag, thus: #000/4; implying that key ring #000 has 4 keys attached to it, etc.
9. A listing of the total number of keys in each key ring is established by the Chief of Security and a copy maintained in the Control Center/Master Control to be used as a reference by the Master Control/Control Center Officers.
10. All key control boxes will be locked at all times except when keys are being issued or received.
11. The key control boards shall be located in a position which minimizes visibility by visitors and inmates.
12. All non-daily operational key rings are identified with unique color tags or other specific shape identification to allow easy access to correctional staff members when needed.
13. The specific unique color tag or shape identification is established by the Chief of Security.
14. Each post has a permanent set of keys for that post.
15. With the exception of personal assigned keys, all facility keys issued to staff remains inside the facility.

**POLICY & PROCEDURES**

---

16. Access codes to restricted areas are not revealed to other staff members unless an emergency arises and no other alternative is available.
17. Upon sharing the access code, the code number shall be changed not later than the next business day by notifying the Executive Assistant via an Incident Report. The Executive Assistant shall facilitate a code change.

**B. Key Check Out and Return**

1. Each employee is assigned a unique access code that permits the employee to obtain required keys from Key Lock Box.
2. Employees are required to personally return keys to the Lock Box at the end of their work day.

**C. The Key Control Shop**

1. The key control shop will be secured in the following manner:
  - a. All entrances to the key control shop shall be secured with a high security lock.
  - b. Access to the key control shop is restricted to the Shift Supervisor /designee, Commissioner of Corrections, Detention Center Superintendent, and Chief of Security. All others must be authorized. In the event none of these staff members are available and access is required, the Shift Supervisor will be contacted and will, in turn, seek authorization from the Duty Officer to enter the Key control shop.
  - c. During normal working hours, the Shift Supervisor/designee may be contacted for authorization. In case of an emergency, members of the Administration, Shift Supervisor, or Maintenance Supervisor may access the key control shop.
  - d. A duplicate copy of the key to the key control shop will be maintained in the restricted key Control box in the Master Control/Control Center for use when the original assigned key is not available.
  - e. Locks, keys, key blanks, key control shop picks and other sensitive equipment will be properly secured within the confinements of the key control shop.

**POLICY & PROCEDURES**

---

**D. Requisition of Keys, Locks and Key Duplication**

1. The Key and Lock Requisition Form will be completed by the staff member requesting the work to be completed or the key duplication and forwards the form to the Chief of Security for approval.
2. If the key has been damaged, the Key and Lock Requisition Form along with an Incident Report will be completed by the staff member holding the key and submitted through the chain of command for signature by the Chief of Security.
3. The Chief of Security forwards the approved request to the Maintenance Supervisor/designee
4. The Maintenance Supervisor/designee contacts the facility locksmith or manufacturer to have keys duplicated or replaced.
5. The locksmith stamps all keys with the appropriate code and the “Do Not Duplicate Stamp.”
6. The locksmith must maintain one spare key at all times. If an additional spare key is available, that key will be issued to the requesting staff member.
7. If the replacement keys are not readily available, the locksmith/designee replaces the needed keys in a timely manner.
8. The locksmith immediately places the key on the appropriate ring for security and turned it over to the Chief of Security who issues it to the appropriate staff person.
9. If the key was duplicated or replaced for the correctional staff member’s permanently issued keys, the Chief of Security/designee and or the Maintenance Supervisor updates the Key Log - Permanently Assigned Keys. (See Procedure D).
10. The new key will be issued to the requesting staff member. The person being issued the new key will sign for the new key on the Key and Lock Requisition Form. A copy of the form will be forwarded to the Chief of Security for filing.

**E. Lost or Misplaced Keys**

1. A correctional staff member who loses a key notifies immediate supervisor, completes and submits Incident Report stating important facts such as the last time the key was used, and where this person traveled, to facilitate the search for the lost item.
2. The Shift Supervisor contacts the Master Control/Control Center Supervisor or Control Center officer of the situation via telephone. The Officer notates the

**POLICY & PROCEDURES**

---

- information in the Daily activity Log/Event Log.
3. If the missing key does not threaten the security of the facility, the immediate Supervisor of the correctional staff member initiates a general search without arousing inmate awareness of the situation.
  4. The Shift Supervisor involves only the correctional staff members in the area concerned, with the search and any other correctional staff members in the possible areas of loss.
  5. If the key is not found in the initial search, the Shift Supervisor reports the loss to the Chief of Security, Duty Officer and Detention Center Superintendent via direct verbal communication or telephone, and not by radio.
  6. The Chief of Security widens the search to include up to a total facility shakedown. (See policy #3.1.12 Control of Contraband).
  7. If a key is lost that compromises perimeter security, the Shift Supervisor will immediately initiate a search, and the sequence of the area to be searched for the speedy recovery of the key or key ring. The Chief of Security and Deputy Superintendent are notified of this action if during normal operating business hours. After normal business hours, the Duty Officer is notified. (See Policy #3.1.33: Search and Seizure standards)
  8. The Shift Supervisor will place the facility on lockdown status and establishes a perimeter security until the situation has been abated. (See policy #3.1.17: Lockdown/Unlock).
  9. The Chief of Security instructs all correctional staff members involved in the search to look not only for the lost key but also for key impressions, drawings and impression materials.
  10. If all efforts to find the missing key fail, the Chief of Security reports the incident via secure communication to the Commissioner of Corrections.
  11. If the Commissioner instructs to have the locks changed, the acquisition of new locks shall be in accordance with Divisional policy #1.2.8: Procurement.
  12. If a Correctional Staff Member loses assigned key tag (s), the staff person submits written report to their immediate supervisor requesting replacement tag. The immediate supervisor prepares Employee Action Report, attaches the employee's written report, and forwards it to the Chief of Security via, the Shift Commander.

City of St. Louis Department of Public Safety / Division of Corrections  
**POLICY & PROCEDURES**

---

13. The Chief of Security may authorize to issue a replacement tag only after the report has been reviewed.