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Key and Lock Control Standards		**ACA Standards: 5-ACI-3A-22M, 4-ACRS-2D-01M, 4-ACRS-2D-03M**	

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Key and Lock Control Standards

Strict key control prevents the use of keys in escapes, reduces the overall cost of keys, establishes a more efficient operation by eliminating unnecessary keys, and makes personnel aware of the safety and security hazards involved in the use and handling of keys. (5-ACI-3A-22M, 4-ACRS-2D-01M, 4-ACRS-2D-03M) These standards apply to all Oklahoma Department of Corrections (ODOC) facilities/units.

I.   Definitions

      A.   Key, Tool and Armory Officer

           A staff member assigned the day-to-day responsibility of maintaining and repairing keys and locks at a facility.

      B.   Key Storage Site

           A storage location that is not accessible to inmates or unauthorized staff, where pattern and duplicate keys and/or key codes are stored.

      C.   Key Issue Site

           A secure location where daily issued keys are maintained.

      D.   Master Directory

           A directory that lists all locks and keys.

      E.   Daily Issue Key Directory

           A directory kept in the key issue site(s) that lists the keys on the keyboard/cabinet, the hook assignment, the quantity, the area that the key or key ring may access, and the staff authorized to check out the keys. (5-ACI-3A-22M, 4-ACRS-2D-03M)

      F.   Keyboard/Key Cabinet

           A storage device for holding keys/key rings at the key issue site(s) and for storage of pattern and/or duplicate keys at the key storage site.

      G.   Electronic Key Cabinet

           A key management system providing 24-hour access and control.

H.   Pattern Keys

Keys kept in the secure key storage site and used only as the pattern for making duplicate keys.

I.   Duplicate Keys

Keys in excess of current needs that are stored in the key storage site.

J.   Duplicating Machine

A machine that makes duplicate keys by cutting a second key using a pattern key as a guide.

K.   Code Machine

A machine that cuts a key using a code.

L.   Key Blanks

A key that has not been cut to fit and operate a lock.

M.   Cardkey/Electronic Key

Key cards issued to staff to access work areas.

N.   Smart Key

The identifying tag attached to a key or set of keys containing a smart chip that allows the smart key to be electronically monitored by the electronic key cabinet.

O.   Key Ring

A tamper-proof (e.g., brazed, welded, or purchased locking hub device, etc.) single metal ring used to secure one or more keys together with an identification tag, as required. The requirement of the brazing or welding of the ring only applies to facilities where inmates are housed.

P.   Key Identification Tag

The metal tag attached to either a key ring or an individual key and stamped with its unique identification and the number of keys assigned; this requirement only applies to facilities where inmates are housed.

Q.   Daily Issue Keys

Keys/key ring issued from a designated key issue site(s) on a daily basis and returned to the key issue site at the end of shift/work schedule.

R. <u>Permanent Issue Keys</u>

Keys issued and permanently assigned to an individual employee.

S. <u>Pass on Keys</u>

Keys/key ring that are passed from one staff to another at the end of shift/work schedule.

T. <u>Key Receipt</u>

A receipt signed by an employee upon receiving a permanent issue key. Receipts are to be maintained for five years after the employee returns the key and then may be destroyed in accordance with OP-020202 entitled "Management of Office Records."

U. <u>Emergency Keys</u>

Keys that allow access to all areas of the facility in the event of an emergency.

V. <u>Security Keys</u>

Keys that may create a breach in security, such as keys for: gates, cells, control rooms, sally ports, vehicles, tool rooms, arms room, all master and grand master keys.

W. <u>Restricted Keys</u>

Keys that would not aid in an escape but would give inmates or staff access to unauthorized areas (e.g., as keys for records storage, kitchen, warehouse, evidence storage, property/contraband room, hobby craft supplies, medical equipment/supplies room, administrative offices, toxic/caustic storage room).

X. <u>Utility Keys</u>

Keys which may be used by inmates, such as orderlies, in the performance of their work assignments, which would not aid in an escape/security breach. Utility keys may be issued to inmates by staff and will be accounted for at the end of each shift/work schedule and recorded in the key log.

Y. <u>Grand Master Key</u>

A key that allows unimpeded access to all areas of the facility.

Z. <u>Master Key</u>

A key that allows unimpeded access to a specific area/building at the facility

through a locking system but would not access all areas of the facility.

II.   Standards for Key Issuance and Storage (5-ACI-3A-22M, 4-ACRS-2D-01M)

A.   Pattern Keys

Pattern keys are maintained in the key storage site at the facility in a secure area designated by the facility head and inaccessible to inmates and unauthorized staff. Pattern keys will be stored on a keyboard/cabinet and marked in such a way that each pattern key has its own hook assignment. Cutting additional keys will be done as needed to replace worn/broken keys or to create additional keys as needed.

Facilities equipped with a key code machine that uses key codes are not required to maintain pattern keys but will maintain the code and key blanks in the key storage site.

B.   Duplicate Keys

1.   If the facility has more than one key for each lock, those not assigned to a key issue site or permanent issue will be stored with, and in the same manner as, the pattern key.

2.   When keys are assigned to an employee or to a key issue site, they will be taken from the pool of duplicate keys.

3.   Duplicate keys will be stamped either alphabetically or numerically, continuing until all have a sequential unique letter or number for that series of keys.

4.   Duplicate keys may be stored on the pattern key hook for that key.

C.   Daily Issue Keys

Keyboards, key cabinets, or electronic key cabinets will be used as the point of issuance for daily issue keys.

1.   Issuance of the daily issue keys that are not stored in an electronic key cabinet will be recorded in a key log in accordance with OP-040103 entitled "Standards for Maintaining Logs." The log entry will contain the assigned hook number, name of issuing staff, the signature of the receiving staff member, to include the date, time issued/returned, and the number of key(s) on the key ring.

2.   All keys not maintained in electronic key cabinets will be accounted for at the beginning and end of each shift with a notation recorded in the key log.

3.   No grand master key will be issued as part of any set of daily issue keys.

4.   Keyboards/cabinets at the point of issuance

   a.   The keyboard/cabinet hooks will be marked in a way that each key/key ring has its own hook assignment.

   b.   Keys will be maintained in series to keep like keys grouped together. For example: administration, maintenance, vehicles, OCI, gates, kitchen, units, programs, medical, etc.

   c.   If needed, due to the size of key rings, key rings may be located on a different part of the keyboard/cabinet than individual keys.

5.   Staff that use keys are responsible to check the keys and rings each time they are issued to ensure that all keys are present and are not cracked or broken.

   a.   Any damage to the key(s) or key ring, as well as any missing, lost, or unaccounted keys, will be reported through the immediate supervisor/chief of security to the facility/unit head as well as to the key and lock control officer.

   b.   All incidents will be documented on an "Incident/Staff Report" (OP-050109, Attachment A) in accordance with OP-050109 entitled "Reporting of Incidents," before the end of the shift/work schedule.

D.   Permanent Issue Keys

Keys assigned to staff on a permanent basis will be approved by the facility/unit head.

1.   These keys are not required to be turned in at the end of the work shift and may be retained by the employee until duties or assignment changes or when no longer employed at the facility/unit.

2.   The facility/unit will establish a system to document the request, review, approval, issuance and return of a permanent issue key(s).

3.   Damaged, missing, lost, or unaccounted for keys will be reported immediately, through their immediate supervisor/chief of security to the facility/unit head as well as the key and lock control officer. All such incidents will be documented on an "Incident/Staff Report" (OP-050109, Attachment A), in accordance with OP-050109 entitled "Reporting of Incidents," before the end of the shift/work schedule.

4.   No grand master key will be issued as part of any set of permanent issue keys.

5.   Facility/unit heads will document why there is a need to permanently issue a key set. Convenience of staff is never a sufficient reason. All requests for permanent issue keys will be approved by the chief administrator of Institutions.

E.   <u>Emergency Keys</u>

1.   Each set of emergency keys will contain the least number of keys necessary to gain access into any building, location, or room.

2.   The emergency keys will be maintained in an electronic key cabinet if available. If an electronic key cabinet is not available, they are to be stored in central control on a separate board and enclosed in a container that is either secured by a lock or behind a pane of glass that will be broken to gain access.

3.   Access to the emergency keys through the locking mechanism or electronic key cabinet will be at the authority of the shift supervisor or higher. Access will be documented in an incident report as well as the key/post log.

4.   The bow of each emergency key will be painted red or placed on a red smart key to be recognized easily by sight.

5.   Emergency keys that are kept in the electronic key cabinet will be attached to a colored (red) smart key ring in order to identify them from daily issued keys.

6.   Each emergency key will be tested at least twice a year by the key and lock control officer to ensure every lock the key is intended to open will function. Any discrepancies will be corrected immediately by the designated key and lock control officer with a status report submitted to the chief of security/designated staff.

7.   All emergency keys will be inventoried at the beginning and end of each shift and documented in the key log.

F.   <u>Cardkey Access/Electronic Key</u>

1.   ODOC Administration Building

Upon assignment of a new employee to the ODOC administration building, a cardkey request, signed by the appropriate senior staff member, will be completed and submitted to the chief of Operations.

a. The request will indicate what type of access is required, either Group 1 (6:00 a.m. - 7:00 p.m.) or Group 2 (24-hour access) and any other appropriate access to specific areas such as payroll, mailroom, etc.

b. The cardkey will be issued within two days of receipt of the request.

c. The employee's supervisor will be responsible to ensure the employee returns the cardkey to the chief of Operations upon termination or transfer from the ODOC administration building.

2. State Owned/Occupied Building

Unit issued electronic keys will be maintained in the key cabinet as a permanent issue key in accordance with guidelines by the issuing agency.

G. Electronic Key Cabinets

All employees will be responsible for their access code and will not divulge their code to any other person.

1. Keys will be issued from electronic key cabinet by pin number assigned to employees. All new and replacement cabinets will be equipped with a keypad and/or some type of biometric reader.

2. Electronic key cabinets will have emergency back-up power.

3. The key and lock control officer will maintain the daily information recorded by the electronic key cabinet.

III. Disposal and Repair

A. Keys for disposal will be routed through the chief of security. Disposal will be done in such a way to render the key cuts inoperable. The key will then be discarded in the same manner as contraband in accordance to OP-040109 entitled "Control of Contraband and Physical Evidence."

B. Inmates will not be used to install or repair keys or locks or to assist with key or lock repair.

IV. Identification of Keys and Key Rings

A. Daily issue and pass-on keys will have a flat, metal tag attached, no larger than two inches in diameter. Each tag will be stamped using the facility's unique identifying system to show the corresponding hook assignment and the quantity of keys on the ring.

B.   No key or key ring will be marked in such a manner which directly reflects the door or building that the key opens. All identification marks will be coded. For example, keys to the kitchen will have no marks that identify them as food service keys.

C.   No key ring will have any other key rings attached to the ring.

D.   All keys necessary for unlocking doors used as a means of egress requires that staff be able to identify by both touch and sight.

V.   Security of Keys

A.   Inmates will not be in possession of emergency, security, restricted or permanent issue keys at any time.

B.   The facility/unit head will have a system in place to secure, issue, return, and document control of any inmate cell/mailbox/utility keys, if issued.

C.   Padlocks purchased to replace worn out or broken locks will be of a type that prevents the key from being removed while the lock is open (key retaining), double ball locking, and can be re-keyed.

D.   Key blanks will be stored in the key storage site and inventoried and accounted for quarterly. Use and destruction will be documented.

E.   All facility emergency, security, and restricted keys will be stamped **"ODOC Do Not Duplicate," "Do Not Duplicate," or "Duplication Prohibited."**

VI.   Key Cutting Machines

All maximum, medium and minimum-security facilities will have a key cutting machine that can produce a key from either a pattern key or a code.

VII.   Facility Key, Tool and Armory Officer

Facilities will designate a minimum of one employee as the key, tool and armory officer.

A.   Supervision

The key, tool and armory officer will be assigned to and supervised by the facility chief of security.

B.   Responsibilities

The key, tool and armory officer duties will be defined in post orders in accordance with OP-040102 entitled "Master Roster and Post Order Guidelines."

C. <u>Accountability by Staff</u>

The key, tool and armory officer will provide shift supervisors the ability to account for keys maintained in an electronic key cabinet daily and on each shift, to include weekends and holidays.

VIII. <u>Key Control Records</u>

A. <u>Master Key Directory (5-ACI-3A-22M)</u>

Each master key directory, at a minimum, will consist of:

1. The assigned location of all keys, and a listing of those staff that have access to the specific key(s).

2. The facility key identification number stamped on the bow of the key.

3. The location of all locks and the number of keys to each lock.

4. A map or diagram of the facility's buildings, cells, offices, and fences representing location(s) of locks, doors, and gates.

5. The key, tool and armory officer will maintain the master key directory at the key storage site for use. A copy, written or digital, will also be secured in the facility head's office to be used in event of an emergency; and

6. An electronic key cabinet may be used to maintain key records, key history, and key transfers with a current written or digital copy maintained in the facility head's office or other designated location.

B. <u>Inventory Control of Keys and Locks</u>

1. Keys and key rings on the daily issue keyboard/key cabinet and/or in the electronic key cabinet will be accounted for at the beginning of each shift. (5-ACI-3A-22M) The shift supervisor will account for all keys before being relieved of duty. The electronic key cabinet may provide an electronic notification to the shift supervisor outlining the number of keys checked out past the authorized limits at the end of each shift.

2. The key and lock control officer will conduct an inventory quarterly, to include a test of all keys and locks. (5-ACI-3A-22M) A report will be submitted to the chief of security and facility head for review and appropriate action.

IX. <u>References</u>

Policy Statement P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-020202 entitled "Management of Office Records"

OP-040102 entitled "Master Roster and Post Order Guidelines"

OP-040103 entitled "Standards for Maintaining Logs"

OP-040109 entitled "Control of Contraband and Physical Evidence"

OP-050109 entitled "Reporting of Incidents"

X.   Action

The facility head is responsible for developing local procedures.

The appropriate administrator of Institutions/Community Corrections and Contract Services are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: OP-040105 entitled title "Key and Lock Control Standards" dated December 30, 2021

Distribution: Policy and Operations Manual
               Agency Website