

## KEY CONTROL

STANDARD NO(S):

NYSSA #

DATE:

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REFER TO:

Roger O. Ward

### I. POLICY:

It is the policy of the Seneca County Correctional Facility to properly maintain control over and accountability for the issuance and use of all keys necessary for the safe and secure operation of the facility.

### II. DETAILS:

#### **A. General Guidelines -**

1. All keys needed for the operation of the facility will be located in Central Control and the Sergeant's Office.
2. All keys will be located in a key cabinet; the cabinet will remain locked when not in use.
3. Keys will never be signed out to an inmate regardless of circumstances.
4. At the beginning of every shift, the Central Control Officer will ensure that all keys are present or accounted for. When keys cannot be accounted for, Central Control will immediately notify the Shift Supervisor who will in turn notify the Chief Administrative Officer. Such notification will include which key is unaccounted for and other pertinent information, such as who last used the key and on what date.
5. When a key needs to be replaced for any reason, Central Control will immediately notify the Shift Supervisor who will in turn notify the Chief Administrative Officer.
6. An up-to-date and accurate list of all keys used within the facility, and their corresponding locking devices, will be maintained in Central Control, the Sergeant's Office, the Lieutenant's Office and the Chief Administrator's Office.
7. Any time an officer notices missing or damaged keys, the Shift Supervisor will be immediately notified.

8. Proximity cards are keys and should be handled as such in accordance with the section of this policy entitled “Key Use and Security”.

**B. Issuance of Keys –**

1. The Shift Supervisor will, at the beginning of their shift, draw all necessary manual keys.
2. During the shift briefing, the Shift Supervisor will issue the keys to the appropriate Officer(s) and record the issuance on Form CF-043A (Daily Key Control Record). Officers will be required to affect their signature on said form prior to being issued keys.
3. Off-going officers will return all issued keys to their Shift Supervisor. Officers will be required to affect their signature on Form CF-043A for returning their keys.
4. The Shift Supervisor will return all keys under their control to the appropriate key cabinet and file the completed CF-043A forms appropriately.

**C. Key Use and Security –**

1. All keys which could provide inmates with a means of exit from the facility will not be permitted in any area where inmates may gain access.
2. Under no circumstances will inmates be allowed to handle any facility keys.
3. The use of keys in the presence of inmates will be accomplished as inconspicuously as possible.
4. Officers will not discuss matters relating to key control or use in the presence of an inmate.
5. All keys must remain with the officer they were issued to at all times.
6. Keys will not be left unattended at anytime for any reason.
7. At no time will keys leave facility grounds.
8. Never throw or toss keys.
9. Do not use keys to pull doors open.
10. Do not force locking devices. All difficulties will be immediately reported to the Shift Supervisor.

11. The duplication of any key is strictly prohibited without the prior authorization of the Chief Administrative Officer.
12. All duplicate keys will be maintained in a safe, secure location as determined by the Sheriff and be readily accessible.

**D. Emergency Key Operation –**

1. In the event of an emergency where the facility is without power, it will be necessary to manually operate all locks and locking devices. The object of such transfer from electric to manual operation is to ensure the Shift Supervisor is able to access the key lock box located in the Sergeant's Office. This will also apply in the event the Central Control Officer becomes incapacitated. When manual keys are used to access Central Control, notifications will be made as outlined in the "Administrative Notification" policy.
2. Emergency key rings are located in the Correction Sergeant's Office in the designated key box.
3. In the event the Central Control Officer becomes incapacitated and the facility is operating by electronic means, the Shift Supervisor will retrieve the emergency key ring from the Sergeant's Office to gain entry.
4. In the event the facility must be operated manually, the Shift Supervisor will retrieve the emergency key ring from the Sergeant's Office to gain entry. Upon notification they will respond with an emergency key ring.
5. Issuance of keys for manual operation of the facility will only be issued during emergency situations or training purposes.
6. All keys are marked to correspond to the officer's assignment within the facility.
7. In the event that a change of shifts occur during a manual operation of the facility, Escort Officers will accompany in-coming officers to their assigned post within the facility and in-coming Escort Officers will accompany off duty officers out of the facility.
8. The Shift Supervisor will record all required information on Form CF-043 (Daily Key Control Record) when manual keys are issued including:
  1. The name of the officer issued the keys
  2. The time issued and returned
  3. The key ring issued.
9. Housing Unit Officers will make a log book or electronic shift log entry when the housing unit is being operated manually.

**E. Locks and Other Security Devices –**

1. A designated Escort Officer will ensure that all locks and other securing devices including, but not limited to, bars, security windows, fences and screens are inspected at least weekly to ensure that such locks and other securing devices are in proper working order. Inspections will be conducted on Monday mornings, written records of such inspections will be maintained in the Sergeant's Office and documented on Form CF-045 and CF-045A (Weekly Security Inspection) and will include:
  1. The name of the officer performing the inspection
  2. The date of the inspection
  3. The condition of the locks and other securing devices
  4. Any action taken to correct deficiencies in the locks and other securing devices.