



ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.1.1300	Subject: KEY CONTROL
Reference: DOC 3.1.13; 53-1-203, MCA	Page 1 of 3
Effective Date: 08/25/14	Revision Dates:
Signature / Title: /s/ Kelly Speer, Acting ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division's facilities will provide procedures and establish practices that govern the control and use of keys in accordance with the provisions of this procedure.

II. DEFINITIONS:

ACCD-Adult Community Corrections Division Facility – Division facilities include the Missoula Assessment and Sanction Center (MASC), Treasure State Correctional Training Center (TSCTC), and contracted facilities of: Prerelease Centers (PRC), Sanction Treatment Assessment Revocation & Transition (START), Warm Springs Addiction Treatment and Change Program (WATCH), Connections Corrections Program (CCP), Passages Alcohol and Drug Treatment (Passages ADT), Passages Assessment Sanction & Revocation Center (Passages ASRC), Nexus Correctional Treatment Center (Nexus), and Elkhorn Treatment Center (Elkhorn).

III. PROCEDURES:

A. Key Responsibility

1. The ACCD facility administrator will ensure proper key control procedures include that designated staff:
 - a. oversee the facility key control program;
 - b. ensure all key and lock operations effectively secure the facility, when applicable;
 - c. approve any keys permanently issued to staff;
 - d. restrict access to sensitive keys;
 - e. enable prompt emergency response; and
 - f. identify and train an employee to manage the key control program.
2. Each facility will have written procedures that describe in detail the inventory, storage, issue, distribution, and handling of keys, including the staff positions responsible for key control at specific posts.

B. Key Categories

Facilities will account for keys in two (2) basic key categories:

1. Security keys: Keys that if lost or duplicated by offenders, would jeopardize the safety or security of the facility, employees, visitors, or offenders, or directly or indirectly facilitate an escape that may jeopardize public safety; and
2. Non-security keys: Keys that do not control access to security-type doors, grilles, or areas with hazardous or sensitive materials and, if lost, would not require urgent security action.

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C. Emergency Keys

Each facility will:

1. Establish emergency key rings to provide access to every facility area in case of fire, riot, or other major emergency;
2. Maintain a duplicate set of emergency key rings in a secure location separate from the area containing operational keys, unless the issuing point is outside the perimeter; and
3. Train all staff in the use of emergency key system.

D. Restricted Keys

1. Each facility will:
 - a. classify certain keys as restricted, e.g., keys to the pharmacy, records office, business office, warehouse;
 - b. issue keys only to designated, authorized employees; and
 - c. ensure that any restricted key issue is approved by designated staff.
2. The facility administrator must approve the issue of any facility keys for staff personal key rings and restrict the practice to an absolute minimum.

E. Key Accountability

1. Facilities will have a complete accountability system that is automated and provides key issue and tracking information or a manual accountability system for all keys that meets the following requirements:
 - a. A manual inventory of all control center keys;
 - b. An accounting of all emergency and restricted keys; and
 - c. Determining at all times who has possession of keys.
2. Facility staff will:
 - a. immediately inform the shift supervisor of any lost or misplaced key ring, including facts of the discovery, circumstances, and keys involved;
 - b. immediately take proper security precautions to guard against unauthorized access to sensitive areas, or facility escape; and
 - c. change locks at once if security keys are lost, unaccounted for, or if offenders may have made key impressions, and immediately notify other facilities that may use the same keys.

F. Duplication of Keys

1. The Facility Administrator, or designee, will strictly prohibit staff from the unauthorized possession, alteration, marking, duplication, manufacture, or impression making of keys and will require staff to report any such incidents in writing to the chief of security for investigation of the alleged incident.
2. Any staff involved in key duplication will be subject to disciplinary action.

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3. If criminal acts are involved, the facility will refer the matter for prosecution.
4. The chief of security must authorize any change in lock location or key duplication.

G. Staff Training

All staff must be trained in the key control system, particularly in the emergency key system, so that in a time of crisis, any staff issued keys can use them as intended.

IV. CLOSING:

Questions regarding this procedure should be directed to an immediate supervisor, Facility Administrator or Facilities Program Bureau.