

ROCKWALL COUNTY DETENTION CENTER

C-601

Policy: Key

Control Date: 04/22/2015

**Procedure: Key control of all keys
and locks within the jail**

Approved: _____

PURPOSE

To describe the principles and general procedures the Jail will use to organize the inventory, storage, issue, distribution, and handling of keys.

POLICY

It is policy of the jail to maintain in all institutions a key control program that maximizes staff control over locks, keys, and locking devices; restricts access to sensitive keys; and enables prompt response to emergencies.

PROCEDURAL GUIDELINES

The Captain is responsible for the overall operation of the key control program. The Captain will identify an employee who will be responsible for the key control program and receive the training necessary to manage the program.

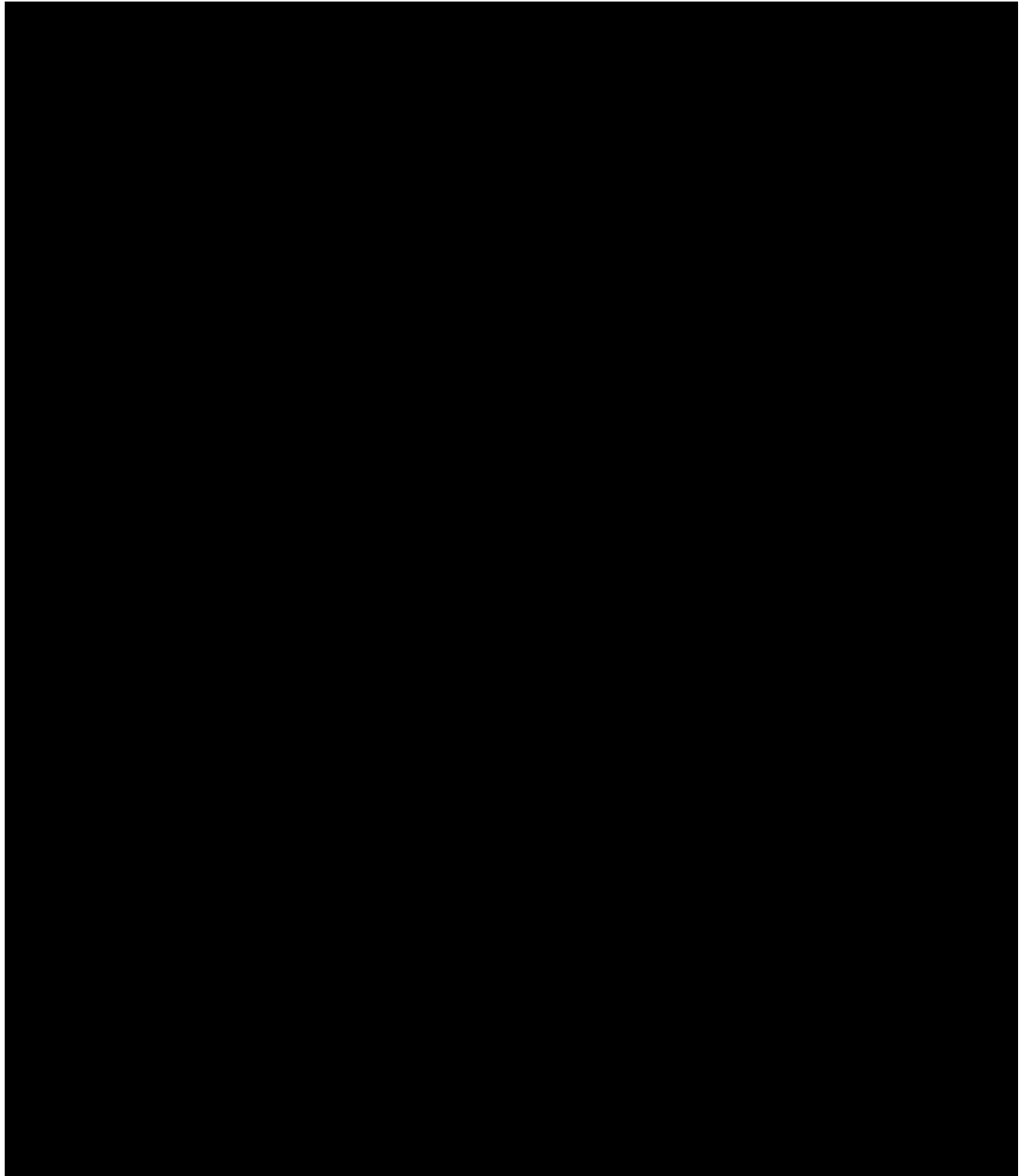
Categorizing keys

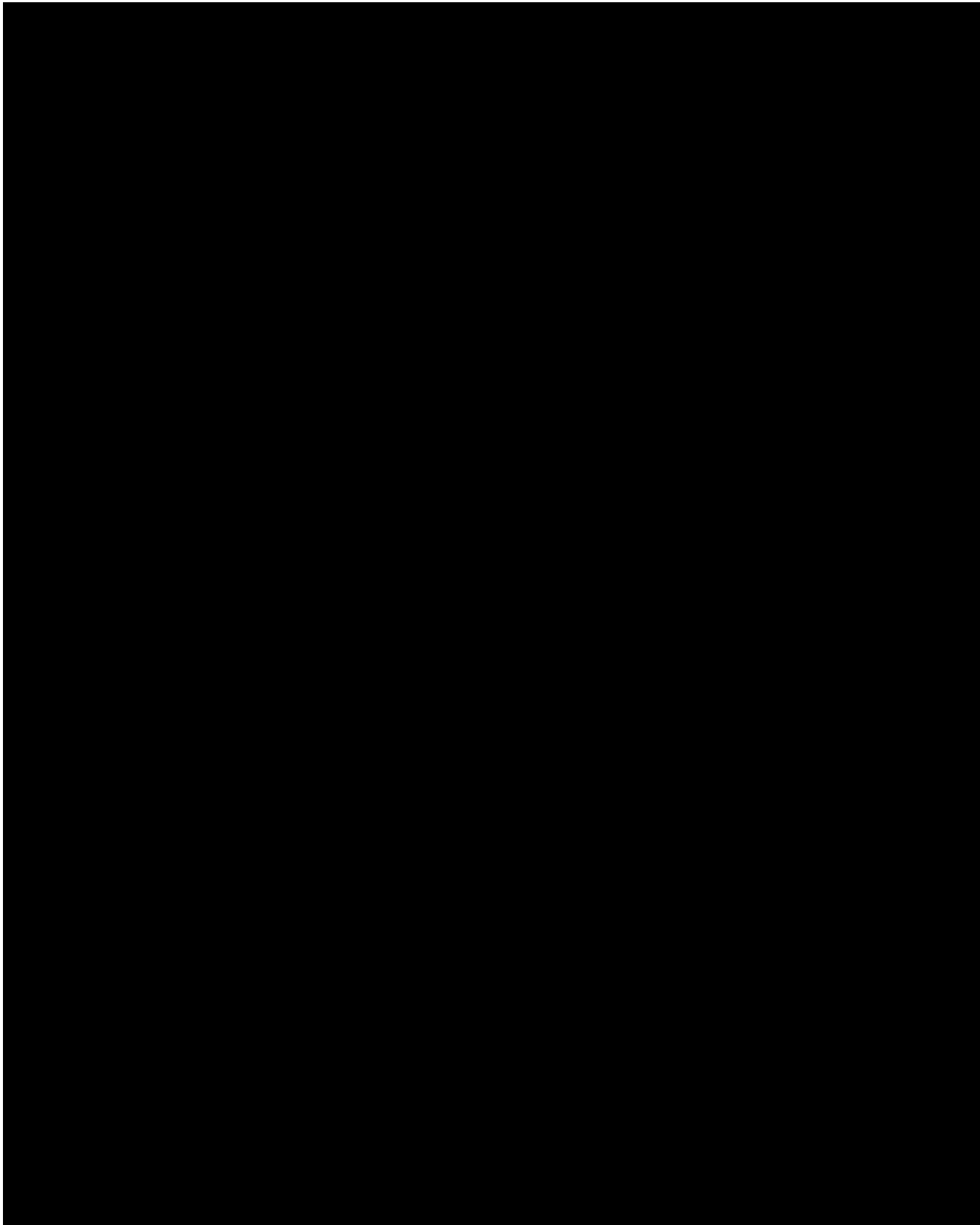
The key and lock control program will include a variety of methods for ensuring that only staff control all locking devices and that the use of keys and locks effectively ensures institutional security.

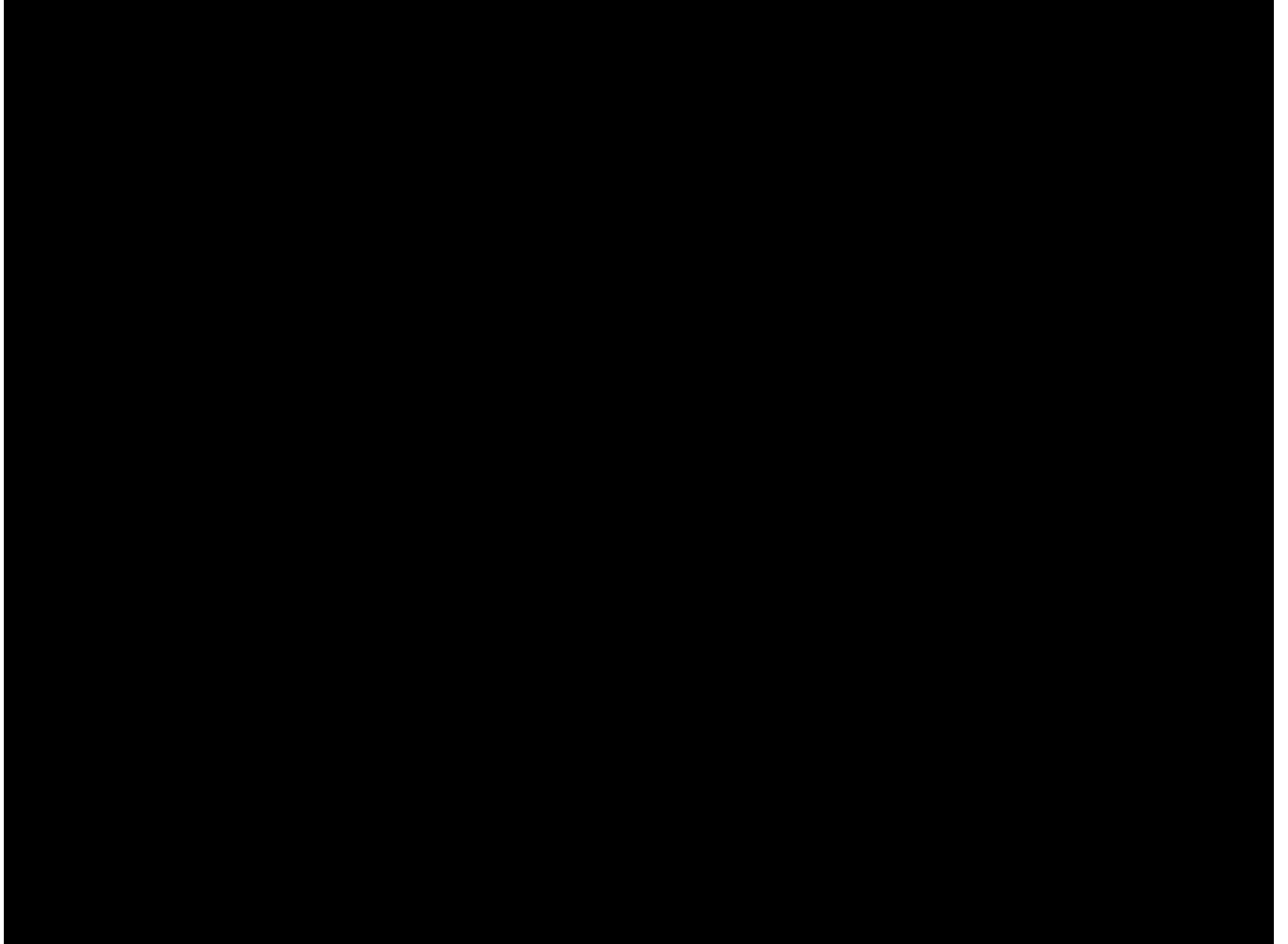
There are two basic categories of keys in the jail; both are accountable under the procedures in this policy.

Security Keys: Security keys are those keys that if lost or duplicated by offenders, would jeopardize the safety or security of the jail, employees, visitors, or offenders or would directly or indirectly facilitate an escape or jeopardize the safety of the public, staff, or offender. All security keys will be marked red.

Nonsecurity Keys: Nonsecurity keys are those keys that, if lost, would not require urgent security action and do not control access to security-type doors, grilles, or areas with hazardous or sensitive materials. All nonsecurity keys are keys not marked red.







Duplication of Keys

Unauthorized possession, alteration, marking, duplication, manufacture, or impression making of keys by staff is prohibited. Any such incident will be reported in writing to the Captain. The Jail Administrator will investigate any such incident, and if criminal acts are involved, the staff member will be referred for prosecution. Staff also may be subject to disciplinary action in such instances.

