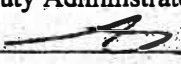
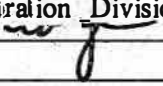


## Key Control Policy

	<b>DIVISION OF CHILD AND FAMILY SERVICES Juvenile Justice Services STATEWIDE INSTITUTIONAL POLICY</b>
<b>SUBJECT:</b>	Key Control Policy
<b>POLICY NUMBER:</b>	DCFS-JJ 200.03
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<b>REVIEWED BY: REVIEWED DATE:</b>	Bruce Burgess, Lori Kears, Heather Plager, John Lum, Leslie Bittleston, March 1, 2016
<b>APPROVED BY: DATE:</b>	Ross Armstrong, Deputy Administrator – Juvenile Justice Services  4/15/16
<b>APPROVED BY: DATE:</b>	Kelly Woodridge, Administration Division of Child and Family Services 
<b>SUPERSEDES:</b>	None
<b>REFERENCES:</b>	ACA 2-9185; 3-JTS-3B-13
<b>ATTACHMENTS:</b>	Attachment A: Loss or Mislplaced Form

### I. SUMMARY

A system to govern the control of all keys necessary for the operation of the facility and state vehicles. Each Juvenile Justice Services' residential facility shall maintain an accountability system for keys that ensures constant control of each key consistent with the facility's level of security.

### II. DEFINITION As used in this document, the following definition shall apply:

A. Facility Key: A key to any locked door, area, equipment, or vehicle at a facility.

### III. ACCOUNTABILITY

# Key Control Policy

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- A. Comprehensive and efficient daily checks of all facility keys and locks within each facility are required.
- B. All facility keys will be inventoried and be maintained on a regular basis.
- C. All facility keys assigned to staff will be recorded with an identification number.

## **IV. LOST OR MISPLACED KEYS**

- A. Lost or misplaced facility keys shall be reported to the highest level supervisor on-duty immediately upon discovery. (Attachment A).
- B. In the event a facility key is lost or misplaced, staff must follow the facility's Standard Operating Procedures immediately upon discovery.
- C. An employee who misplaces or loses a facility or vehicle key through negligence or carelessness may be subject to disciplinary action up to and including termination if not properly reported missing.
- D. Staff who discover unattended facility keys must report the incident to the highest level on-duty supervisor and follow the facility's Standard Operating Procedures immediately

## **V. POSSESSION OF FACILITY KEYS**

- A. Staff shall ensure facility keys are never permitted to be in possession of any non-employee including but not limited to youth, family members, vendors, or visitors except as described in V(B).
- B. Contractors may be issued facility keys when authorized by the Superintendent.
- C. Facility keys are issued to staff based on position and responsibilities.
- D. Keys that are not issued are stored in a secure location.

## **VI. PERSONAL KEY RINGS**

- A. All staff, vendors, visitors and contractors must secure personal keys in a designated location.
- B. Personal keys shall not be permitted in any area where youth are allowed to be present.

## **VII. FACILITY PROCEDURES**

- A. All facilities shall establish Standard Operating Procedures consistent with this policy.
- B. Failure to follow this policy or facility Standard Operating Procedures may result in disciplinary action up to and including termination.

**LOST KEY REPORT FORM**

Date:

Time:

Key Number:

How long has key been missing in hours/minutes?

Employee Name:

Employee Number:

Name of Building or Area associated with lost key:

Key located and secured? Provide a brief explanation of where it was found and amount of time it was missing.

Key was not located within one hour of report time.

Suspect a youth has possession OR  Unknown whereabouts

All areas associated with lost key have been re-keyed? Time:

Report complete.

Comments:

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Signature of Reporter

Print Name

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Signature of Supervisor

Print Name

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Signature of Superintendent or designee

Print Name