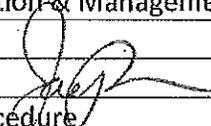


 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>123</h1>
Chapter:	Organization, Administration & Management	
Subject:	Key Control	Page 1 of 3
Approved:	Jay Simons, Director 	Effective: 4/02/2018
Supersedes	Woodside Policy and Procedure	Dated:

Purpose

To ensure the safe and orderly process of issuing, counting and possessing keys in a secure facility.

Related Policies

xxx

Definitions

Key Ring: Several keys attached to a secure key ring that includes a fob that identifies the key ring in an electronic key system.

Electronic Key System: A secured cabinet of keys accessed by authorized staff that electronically tracks the keyring and the user that removed it from storage.

Keykeeper: A mechanical device that secures a keyring to the user's belt.

Manual Key Inventory: An inventory of all keys in the facility completed each shift.

Policy

Access to keys is strictly controlled, to include a method of identifying who has a key at any given time. Staff must maintain control of the keys always:

Key Control

Staff will maintain control of their keyring always, i.e. the keyring is either secured to their body or in their hand. A keyring will never be left in a lock, unsecured on a surface, i.e. desk. Staff will only

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>123</h1>
Chapter:	Organization, Administration & Management	
Subject:	Key Control	Page 2 of 3

pass a keyring to another staff, hand to hand. Staff will never throw, toss, slide a keyring to another staff at any time. Residents will never be in possession of a keyring for any reason.

Issuing Keyring

When staff become aware of their job duty, they will select the appropriate keyring from the electronic key system to complete their duties. This includes selecting the appropriate keyring from the electronic menu.

Staff will sign their keyring in and out of the electronic key system. Staff are not allowed to sign keyring(s) in and out for any other staff.

When staff return a keyring to the electronic key system, they will place it back the assigned position for that keyring.

Emergency Keyring(s)

There are two (2) emergency keyrings [REDACTED] They are identified by sight or feel per regulation. The emergency keyrings [REDACTED]

1. Staff will only withdraw the emergency keyrings in the event of an emergency requiring the manual opening of doors throughout the facility including exterior doors without the authorization of the Operations Supervisor.
2. Staff may withdraw the emergency keyrings with the authorization of the Operations Supervisor during normal operations.
3. Staff will maintain strict control of the emergency keys always.

North Unit Keyring

Staff working with residents in the North Unit will withdraw the north unit door keyring and keep it on their person in the event the door must be opened manually to accommodate an evacuation of that area.

 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>123</h1>
Chapter:	Organization, Administration & Management	
Subject:	Key Control	Page 3 of 3

Key Inventory

Front desk staff will complete a manual key inventory each shift. The key inventory will be documented on a key inventory form and in the facility log book located at the front desk.

In the event a keyring is missing, the front desk operator will contact the Operations Supervisor immediately. The Operations Supervisor will inform the facility Director per Woodside Policy and Procedure 519.

The Operations Supervisor will access the electronic key system inventory and will determine which staff withdrew the keyring last. The Operations Supervisor will contact the staff and determine if they have the key in their possession, if they do and the key is critical to the operations of the facility, the staff will be directed to bring the key to the facility immediately.

If the staff that signed out the keyring no longer possesses it and its location can not be ascertained, the Operations Supervisor will begin a facility wide search to locate the missing keyring.

The Assistant Director of Operations will maintain the overall inventory of the keyrings and individual keys located in a lockbox. All keys in the lockbox are identified and a logbook will be maintained if a key is added or removed from the inventory.