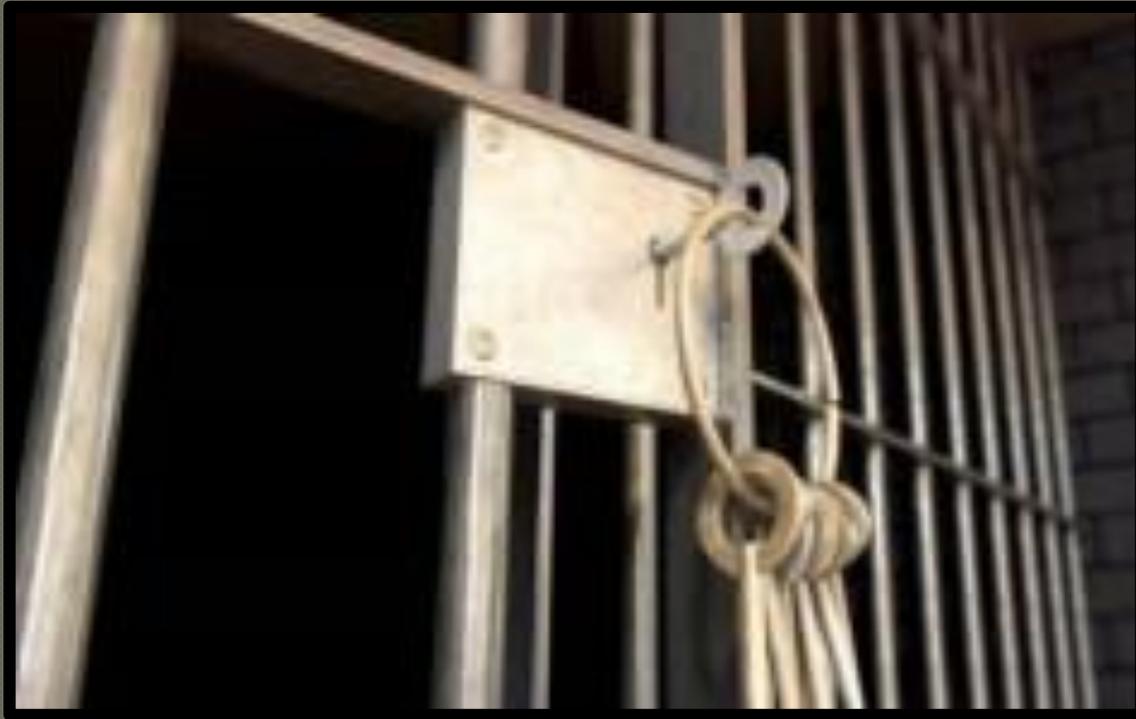


# Key and Lock Control

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**Oklahoma Department of Corrections  
Employee Development Unit**

# Course Information

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|-------------------------------|--|
| Course :                      | Key and Lock Control Standards                                       |
| Course author and date:       | Lynne Presley, March 2003  |
| Annual Reviewer and date:     | Valerie Hale, CTS, EDU 28 Mar 2016                                   |
| Assigned catalog code:        | DOC 425, CLEET 15-4189   |
| Type of training credit:      | On-line/in-service, Orientation                                      |
| Training credit:              | 1 hour   |
| Approved Instructor(s):       | N/A  |
| For classroom presentations:  | Certified DOC instructors  |
| Target audience:              | All DOC staff  |
| Delivery/presentation method: | Self-paced/ Classroom  |
| Evaluation procedures:        | Instructor evaluation  |
| Data Source:                  | OP-040105, "Key and Lock Control Standards." Effective Date 09/13/16 |
| Copyright clearance:          | N/A  |

# Course Objectives

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Upon completion of this course, students will be able to:

- Identify the two authorized key control methods
- Identify the three ways of maintaining daily issue keys
- Explain the duties of a key, tool and armory officer
- Identify where the master key directory is kept
- Distinguish the difference between daily and permanent issue keys
- Explain the process of reporting a broken key or lock at your work location

# Introduction



Strict key control prevents the use of keys in escapes, reduces the overall cost of keys, establishes a more efficient operation by eliminating unnecessary keys, and makes personnel aware of the safety and security hazards involved in the use and handling of keys. This course will discuss the main components of OP-040105, “Key and Lock Control Standards.”

# Key Issuance and Storage

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Key control must be practiced in all facilities where inmates are confined.

Other administrative locations are exempt from key control procedures, but are required to insure the security of all state property, including weapons.

# Key Issuance and Storage

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Facilities may utilize either a manual or electronic key control system



Electronic "smart key"  
board



Manual key board

# Pattern & Duplicate Keys

- Some facilities may keep pattern and duplicate keys on hand, while some may choose to have new keys made by a commercial key maker.
- If pattern and duplicate keys are kept on hand, they must be stored in a secure area that is inaccessible to offenders and unauthorized staff.



# Daily Issue Keys

**Daily issue keys must be maintained in one of three ways:**

- ✓ On a keyboard at a secure site under constant staff supervision
- ✓ On a post and in constant possession of a staff member
- ✓ In an electronic key cabinet



# Permanent Issue Keys

Keys may be permanently assigned to staff as approved by the facility/district/unit head.



These keys do not have to be turned in each day, and may be retained by the employee until no longer employed or when duties change.

# Keys

Damaged, missing, lost, or unaccounted for keys will be reported immediately, through an immediate supervisor/chief of security/district unit head as well as the key, tool and armory officer and documented on an incident report before end of shift/ work schedule.



# Emergency Keys

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Emergency keys are just what they sound like – they are keys that are used during a facility emergency. You may wonder why it's necessary to have separate keys for emergency use.

It is really very simple – an emergency is not a time when an employee wants to fumble with a large key ring, trying to find the right key to unlock a critical lock. It is more efficient to have keys dedicated to emergency use.

# Emergency Keys

Emergency keys will be maintained in an electric key cabinet if available. If an electronic key cabinet is not available, they are to be stored in central control on a separate board and enclosed in a container that is either secured by a lock or behind a pane of glass that must be broken to gain access in central control and enclosed in a container that is secured by either a lock, a pane of glass that must be broken.



**Cabinet with glass pane & lock**



**Electronic cabinet**

# Emergency Keys

The bow of each key in emergency key rings will be painted red or be placed on a red smart key to be recognized easily by site.

Access to emergency keys will be at the authority of the shift supervisor or higher, and will be documented in an incident report.



# Cardkey Access/Electronic Keys

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## **ODOC administration building:**

The Office of the Inspector General will be responsible for providing cardkey access badges to employees at the ODOC administration building. Each supervisor will be responsible for insuring that the employee returns the badge upon termination or transfer from the building.

## **State owned/occupied buildings:**

Unit issued electronic keys will be maintained as a permanent issued keys, in accordance with guidelines by the issuing agency.

# General Guidelines

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# Storage of Duplicate and Pattern Keys

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Duplicate and pattern keys will be stored on keyboards or in key cabinets.

The keyboard or cabinet will be marked in a way that each pattern key has its own hook assignment. Duplicate keys may be stored on the pattern key hook for that key.

# Daily Issue Keys

**Keys that are issued each day are maintained on a keyboard or key cabinet, or in an electronic key cabinet.**

If a keyboard is used, each key hook will be marked in a way that each key/key ring has its own hook assignment.

Keys are maintained in series of like groups (e.g. all auto keys in the same area.)



# Daily Issue Keys

An electronic key cabinet may be used instead of a keyboard for daily issue keys.

Employees are issued a PIN number, which must not be divulged to any other person.



# Daily Issue Logs

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Issue of daily issue keys from keyboards will be documented in an issue log.

The log entry will contain the assigned hook number, name of issuing officer, the signature of the receiving employee, the date and time issued and returned, and the quantity of keys issued.



KEY CONTROL

# Electronic Key Cabinet Issue Logs

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It isn't necessary to keep a written log of keys issued from electronic key cabinets, since the software on a computer attached to a key cabinet keeps a record of all key issues and returns.

The key, tool and armory officer will print out and maintain a record of key transactions each day.

# Keys Assigned to a Post

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Keys that are permanently assigned (pass-on keys) to a post or position will be signed for in the post log at the beginning and end of each shift.



# Emergency Key Testing

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It's not sufficient just to maintain emergency keys. Each emergency key must also be tested each quarter, to make sure it will open the intended lock.

A status report of emergency key testing will be sent to the chief of security, with any discrepancies corrected immediately by the facility key, tool and armory officer.

# Key Disposal and Repair

Keys for disposal will be routed through the chief of security. Keys will be cut up, then disposed in the same manner as contraband.

When a key or lock is discovered to be lost, damaged or broken, the employee will immediately report this to their supervisor, who will in turn report it to the chief of security.



# Key Disposal and Repair

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Remember that inmates are not to be used to install locks or for any repairs to keys and locks.

In fact, inmates may not even assist employees during key and lock installation and repair.



# Key Identification

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Daily issue and pass-on keys will have a flat, metal tag attached.

Each tag will be stamped with the corresponding hook number on the keyboard/cabinet, and the quantity of keys on the rings.



This also applies to smart keys in electronic key cabinets.

# Key Identification

No key or key ring will be marked or labeled in such a manner that readily shows which door or building the key opens.

All identification marks will be coded. For example, keys to the kitchen will have no marks that identify them as kitchen keys. This is done in case an inmate gains possession of a key or ring of keys.



# Key Security

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Each facility will develop a system secure, issue, and document control of inmate cell keys.

Each facility will develop a system to restrict keys to only those employees having a need.

# Key Security

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**Keys will be categorized as follows:**

**Emergency keys:**

those keys that allow emergency access to all of the facility.

**Security keys:**

those keys that may aid in an escape, such as keys for gates, cells, control rooms, sally ports, vehicles, tool room, arms room, and all master keys.

# Key Security

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## **Restricted keys:**

those keys that would not aid in an escape, but would give inmates or staff access to material to which they weren't authorized (such as medical, evidence storage, contraband, etc.)

## **Utility Keys:**

those keys used by inmates in performance of their work assignments as defined in local procedures, and that would not aid in an escape.

# Key Security

Padlocks purchased to replace those which are worn out or broken will be the type that prevents the key from being removed while the lock is open (key-retaining), double ball locking, and can be re-keyed.



# Key Security

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- No key ring will have other key rings attached to it.
- All facility padlocks and building door locks will only use a restricted keyway.
- Key blanks (if maintained) will be stored in the key storage site and inventoried and accounted for like all other keys. Their use and destruction will be documented.

# Key Security

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At a minimum, all facility emergency, security, and restricted keys will be stamped:

“OK DOC Do Not Duplicate”

or

“Do Not Duplicate”

or

“Duplication Prohibited”

All institutions will have a key-cutting machine that can produce a key from either a pattern key or a code.

# Key, Tool and Armory Officer

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- Provides shift supervisors the ability to account for keys maintained in an electronic key cabinet daily, and on each shift, to include weekends and holidays.
- Reviews and take appropriate action as a result of weekly inspections as submitted by supervisors in their areas of responsibility.
- Conducts an inventory biannually to include a test of all keys and locks.
- Maintains the master key directory.
- Duties will be defined in post orders.

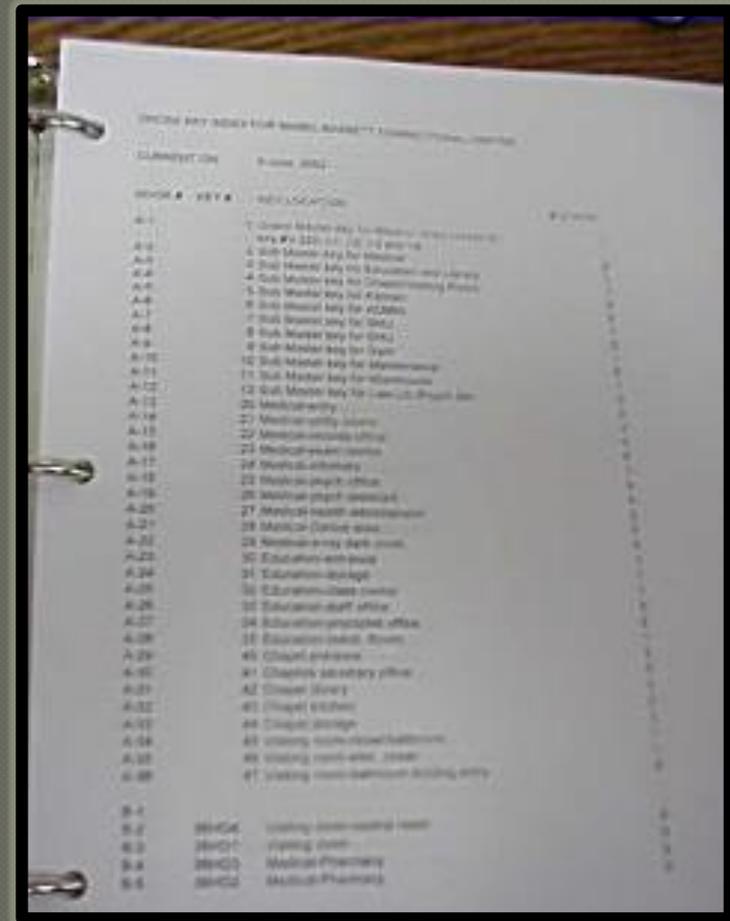
# Key Control Records

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# Master Key Directory

A key and lock system must be organized to be effective, and certain information must be maintained in a master key directory.



# Master Key Directory

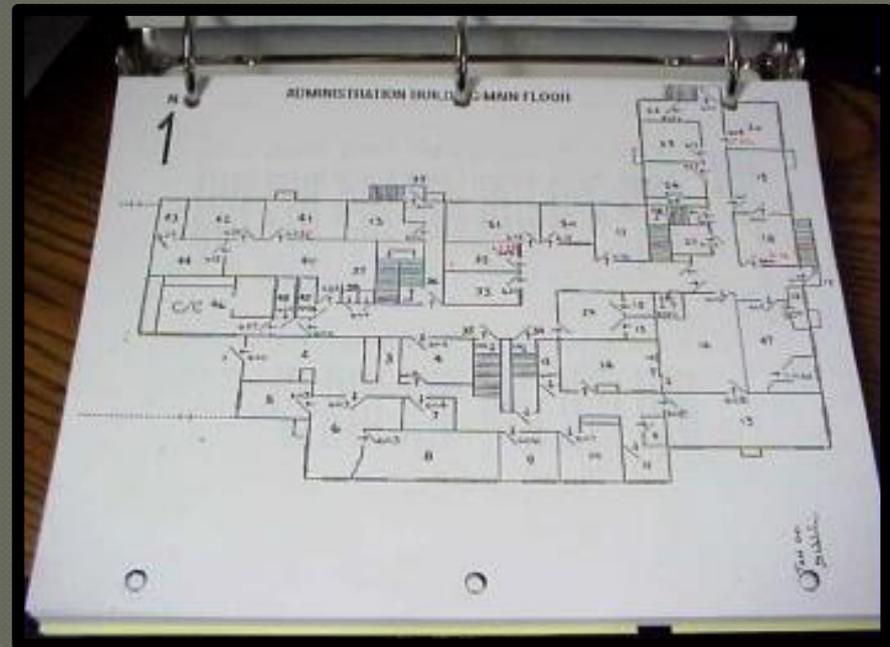
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## **The master key directory will include:**

- The assigned location of all keys, and a listing of those staff that have access to the specific key (s).
- The facility key identification number stamped on the bow of the key.
- The location of all locks and the number of keys to each lock.

# Master Key Directory

The master key directory will also contain a map or maps of facility buildings, cells, offices, and fences representing locations of locks, doors and gates.



# Master Key Directory

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The master key directory will be kept at the key storage site for use.

A copy will also be secured in the facility head's office to be used in case of an emergency.

# Master Key Directory

A computerized key control system may be used to maintain key records, key history, and key transfers.

A current backup disk of the computerized key control system will be maintained in the office of the facility head or designee.



# Daily Issue Directory

The daily issue directory will list the keys on the keyboard/cabinet, the hook assignment, quantity, area the key or key ring fits and staff who can check out the keys.



If the electronic key cabinet is in use, the authorized staff portion may be left off.

# Key and Lock Inventory Control

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- Keys and key rings on the daily issue keyboard will be accounted for at the beginning of each shift and before the leaving supervisor is relieved of duties.
- Someone other than the key, tool and armory officer will conduct a quarterly inventory of all keys and locks, with a report submitted to the chief of security and facility head for review and appropriate action.



# Key and Lock Inventory Control

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Weekly inspections will be conducted by supervisors to check for broken keys and locks in their areas of responsibility, with a report submitted to the chief of security for review and appropriate action.



# Conclusion

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Locks and keys are a basic aspect of correctional security, since the safety of the public, employees and inmates depends on maintaining secure access at all security levels.