# WEBER COUNTY CORRECTIONAL FACILITY

| Volume | |
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| | **SECURITY AND CONTROL** |

| Chapter | |
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| | **JF 11 - KEY CONTROL** |

| Effective Date:<br>**01-01-02** | Review Date:<br>**08-15-05** | Pages<br>**12** |
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Approved

JF 11/01.00    **GENERAL**

JF 11/01.01    **Purpose**

The purpose of this chapter is to provide policy and procedure regarding the use, issue, and storage of facility security keys within the WCCF.

JF 11/01.02    **Cross Reference**

JD 06   - Inmate Disciplinary

UJS     Section F

JF 11/01.03    **Definitions**

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| **Duty Sergeant (DS)** | Sergeant assigned to supervise the Housing and Control Room staff |
| **emergency key set** | emergency security keys grouped to facilitate the manual operation of a specific post during an electrical malfunction or other emergency. |
| **exigence** | a situation requiring immediate action or assistance, or resolution;  something arising out of current events, pressure, need, or demand |
| **key chit** | a metal tag used for identification purposes |
| **Key Control Officer (KCO)** | an officer assigned the duties of issuing, accountability, and maintenance of  facility keys |
| **OIC** | Officer- in-Charge |
| **secure perimeter** | a physical barrier which forms a boundary which encloses the WCCF secure envelope |
| **security keys** | keys that operate doors, locks, locking devices designed to prevent access by unauthorized persons in a detention setting |
| **UJS** | Utah Jail Standards |
| **WCCF** | Weber County Correctional Facility |
| **WCSO** | Weber County Sheriff's Office |
| **work set** | facility security keys grouped on a ring issued to staff with assigned duties on the post the keys are assigned |

JF 11/02.00    **SECURITY KEYS AND LOCKS**

JF 11/02.01    **Policy**

It is the policy of the WCCF to:

A.    maintain facility keys sets that allow officers assigned to specific posts access to areas of responsibility:

1.    without compromising facility safety or security; and

2.    without increasing the risk of escape by prisoners gaining access to facility keys;

B.    maintain facility key sets for use in the event of facility emergencies;

C.    conduct routine checks of security locks in the WCCF ensuring locks work properly; and

D.    maintain a master inventory of facility keys and lock locations.

JF 11/02.02    **Rationale**

A.    Locks and keys are fundamental components of jail security.  Proper maintenance and control of keys is essential to ensure facility security and safety is not compromised.

B.    In the event of fire or other emergency, emergency personnel responding to the WCCF may need to move quickly through the facility.  Emergency keys are essential during emergencies where electrical systems are affected.

C.    Maintaining a master list of keys and locks in the WCCF will assist key control staff as a reference for creating needed keys sets, maintaining current keys sets, and the inventory of keys sets.

JF 11/02.03    **Procedure: Security Keys and Locks**

A.    Assigned Post Key Sets

1.    Facility post key sets are designed to collectively group individual keys that are necessary for specific post assignments.

2.    Post key sets shall contain a chit identifying:

a.    the post where the work set is to be used;

b.	the number of key sets for that post; and

c.	the number of keys assigned to a specific work set.

d.	Example: Pod.02.07, etc.

3.	Each key set shall be secured to prevent unauthorized removal or addition of keys to a specific set.

4.	Post key sets shall not contain security keys which allow the user access outside the WCCF secure perimeter or keys which would open individual cells.

5.	All post key sets shall be secured in the designated locker when not in the possession of or issued to the staff member assigned to that post.

B.	Emergency Key Sets

1.	Facility emergency key sets shall be designed to group individual keys necessary for manual operation of specific security devices on each post.

2.	Emergency Key sets shall contain a chit identifying:

a.	the post where the specific emergency set is designed to be used;

b.	the number of emergency key sets for that post; and

c.	the number of specific emergency keys assigned to that key set.

d.	Example: Pod.01.05

3.	Each emergency key set shall be secured to prevent the unauthorized removal or addition of keys to a set.

4.	Emergency keys sets, as well as security keys which allow access outside the perimeter of the WCCF, shall be stored in a locked location which is inaccessible to unauthorized persons.

JF 11/02.04	**Procedure: Updating and Maintenance of Key Sets**

A.	When it is necessary to modify a key set, the staff member shall make a request in writing to his immediate supervisor explaining the necessity of the modification of the key set.

B.    The supervisor shall:

    1.    complete a maintenance request form for the key set to be modified; and

    2.    forward the officer's request and the maintenance request form to the Operations Lieutenant.

C.    The Operations Lieutenant shall:

    1.    approve or deny the request;

    2.    forward approved modification request to the Key Control Officer for action.

D.    When a key on a set is broken:

    1.    the identifying staff member shall notify the DS/OIC of the incident;

    2.    the identifying staff member shall complete a report explaining who, what, when, where, and how the key was broken; and

    3.    the identifying staff member shall complete a maintenance request for the key set to be repaired.

    4.    the supervisor shall ensure the report, maintenance request, and any other pertinent information is forwarded to the Operations Lieutenant for action.

E.    When a key set is modified, the KCO shall:

    1.    log the date and time the set was modified and update the master inventory sheet;

    2.    update the chit;

    3.    ensure the key set is secured prior to placing it back in use;

    4.    arrange for the broken key to be disposed of.

JF 11/02.05    **Procedure: Maintaining Security Locks**

A.    Each work week, post officers shall check the manual operation of each lock on their assigned post by inserting the key into the lock and checking the lock for proper operation, and log these checks in the appropriate area of their post log.

B.    If a lock is not functioning properly or the key will not work, the staff member shall:

1.    immediately notify the supervisor;

2.    log the date, lock, time, and the supervisor notified in the comments portion of the post log;

3.    complete a report detailing the location of the lock and the problem;

4.    complete and forward a  maintenance request for the lock to be repaired to the Operations Lieutenant.

JF 11/03.00    **ACQUIRING KEYS**

JF 11/03.01    **Policy**

It is the policy of the WCCF that:

A.    facility security keys shall be secured in designated key lockers when not in use;

B.    inmates shall not be allowed to use, possess, control or have access to facility security keys;

C.    security keys designated for use at specific posts may be obtained by officers assigned to those posts;

D.    logs shall be maintained documenting the transfer of security keys from the assigned post officer to his relief on that post (shift to shift);

E.    facility emergency keys may be obtained with authorization from the supervisor on duty or assigned OIC.

JF 11/03.02    **Rationale**

A.    Locks and keys are fundamental components of jail security. Proper maintenance and control is essential to ensure facility safety and security are not compromised.

B.    Allowing inmates any access to jail keys goes against well established inmate management principles.

C.    Emergency key sets may contain keys that allow access outside the secure perimeter of the WCCF; therefore, access to emergency key sets must be strictly controlled.

JF 11/03.03    **Procedure: Acquiring Security Keys**

A    Facility Key Work Set Check Out

1.    A staff member working on a post that is not a twenty-four (24) hour post shall check the post key set out from the Central Control key locker prior to reporting for duty at their post.

2.    The Central Control Officer shall:

a.    log the keys as "OUT"; and

b.      note the date, time and name of the staff member receiving the keys on the Key Control log sheet.

B.      <u>Facility Key Work Set Check In</u>

1.      At the end of his shift, the staff member shall return the post key set to the Central Control Room when finished with the key set or ending his tour of duty.

2.      The Central Control Room Officer shall:

a.      log the keys as "IN";

b.      note the date, time and name of the staff member returning the keys on the Key Control log sheet; and

c.      return the key set to its place in the Central Control Key Locker.

C.      <u>Other Facility Key Set Check Out</u>

1.      When a staff member requires a security key other than those assigned to the post key set, the member shall notify the supervisor of the need for the key.

2.      The supervisor shall approve or disapprove the use of the key, and if approved, the supervisor should notify the Central Control Room Officer that the requesting staff member has been authorized to check out the needed key.

3.      The staff member may then check the key out from the Central Control Key Locker.

4.      The Central Control Officer shall:

a.      log the key as "OUT"; and

b.      note the date, time and name of the staff member receiving the key on the Key Control log sheet.

D.      <u>Other Facility Key Set Check In</u>

1.      The staff member shall return the key to the Central Control Room when finished with the key or ending tour of duty and when the key is not going to be needed by the next shift.

2.      The Central Control Room Officer shall:

    a.      log the keys as "IN";

    b.      note the date, time and name of the staff member returning the keys on the Key Control log sheet; and

    c.      return the keys to their position in the Central Control Key Locker.

E.      <u>Transfer of Facility Key Work Sets on Post</u>

1.      A staff member working a twenty-four (24) hour post may transfer control of the post key set to the post relief officer.  The officer receiving the keys shall:

    a.      accept control of the post keys on post;

    b.      ensure the key set is complete; and

    c.      note the key tag number and log a current count of the keys on the post log.

2.      If the set is not complete or is broken, the staff member should follow steps outlined in JF 11/04.03.C.

3.      If the key set is missing keys or the ring appears tampered with, the staff member shall:

    a.      immediately notify the supervisor;

    b.      log the event; and

    c.      complete an incident report.

4.      The supervisor should follow steps outlined in JF 11/04.03.C.

F.      <u>Inmates Prohibited</u>

1.      No WCCF staff member shall give an inmate access to facility security keys:

    a.      intentionally; or

    b.      due to negligence.

2. Inmates shall not use, possess, or exercise control over facility security keys. Inmates found to be in possession of facility security keys shall be subject to disciplinary action.

G. Weapons Storage Keys

Keys to the weapons storage lockers containing WCCF issue weapons may be obtained only with authorization from the shift supervisor, assigned OIC, or the Operations Lieutenant.

H. Acquiring Emergency Keys

1. Emergency key sets may be obtained only with the authorization of the supervisor on duty or OIC.

2. Emergency key sets are located in the WCCF Central Control Room in a locked key storage box. To access emergency key sets, authorized staff should:

   a. open key locker containing facility security keys;

   b. break the seal on the key to the emergency key locker; and

   c. open the emergency key locker and retrieve key set.

3. When emergency keys sets are accessed, the Central Control Room Officer shall follow sign out procedures as defined in JF 11/03.03.

4. When the emergency keys are returned, the Central Control Room Officer shall:

   a. log the key set as "IN";

   b. note the date, time and name of the staff member returning the keys;

   c. return the emergency key set to their position in the emergency key locker; and

   d. return the key to the emergency key locker to its position in the security key locker with a new seal.

JF 11/04.00    **KEY INVENTORY**

JF 11/04.01    **Policy**

It is the policy of the WCCF:

A.    that each duty Sergeant shall control and monitor the use of security keys on his/her shift by:

    1.    ensuring daily inventories of facility security key sets are conducted; and

    2.    accounting for all facility key sets and post work sets checked out prior to releasing the shift.

B.    to inventory emergency key sets on a regular basis;

C.    to initiate procedures to repair or replace damaged keys in a timely manner;

D.    that lost or missing keys be immediately reported after discovering the lost or missing keys and a report completed.

JF 11/04.02    **Rationale**

A.    Locks and keys are fundamental components of jail security.  Proper maintenance and control or keys is essential to ensure facility security and safety are not compromised.

B.    Regular inventories of facility keys should be conducted to:

    1.    detect and repair or replace damaged keys in a timely manner;

    2.    ensure that all security keys are accounted for;

    3.    provide documentation that effectively tracks the assigned location of security keys; and

    4.    provides knowledge of the location of emergency keys should an emergency occur.

JF 11/04.03    **Procedure: Key Inventories**

    A.    Routine Key Inventory (Work Sets)

        1.    The DS/OIC of each shift shall ensure that an inventory of facility work sets is completed using the designated space on the WCCF Sergeant's Shift Log.

        2.    When discrepancies are found or keys are unaccounted for during the inventory, the DS/OIC shall follow the steps outlined in JF 11/02.04 of this policy.

    B.    Routine Key Inventory (Security Keys and Emergency Key Sets)

    Facility security keys and emergency key sets shall be inventoried on a monthly basis by the Key Control Officer using the Key Inventory Log Sheet.  The Key Control Officer shall:

        1.    open the key locker containing facility security keys and ensure that security keys are accounted for;

        2.    break the seal and remove the key to the emergency key locker and open the emergency key locker;

        3.    ensure emergency key sets are accounted for and intact;

        4.    replace the emergency key locker key to its position in the security key locker with a new seal; and

        5.    log the event by completing the Key Inventory Log Sheet as appropriate.

    C.    Lost Keys

    When a key is missing or unaccounted for, the DS/OIC should attempt to locate the keys by:

        1.    conducting a search for the key or work set to include contacting the staff member who was last known to have possession of the missing key or work set;

        2.    ensure that steps are taken to protect the integrity of the secure perimeter of the facility;

        3.    contact the Jail Commander and inform him of the situation; and

4.      complete a report.

D.      <u>Damaged Keys</u>

If, during a routine inventory, or at any time, a key is found to be broken, follow the steps outlined in this policy.