B

4/7 A

STATE OF VERMONT

DEPARTMENT OF CORRECTIONS

POLICY AND OPERATING PROCEDURES

SUBJECT KEY CONTROL - FACILITIES (327)	RECOMMENDED FOR APPROVAL BY SIGNATURE
AUTHORIZED BY SIGNATURE	DATED October 30, 1985 / SUPERSEDES NEW

I. INTRODUCTION

Effective key control is essential for the safe and orderly operation of a correctional facility.

II. OBJECTIVE

To set forth guidelines whereby correctional facilities can develop local procedures for key control which will reflect safe and secure methods for the issue, distribution, and control of keys within the correctional facility.

III. POLICY

Each Superintendent shall develop, and review annually, a procedure that insures that access to keys is strictly controlled, to include a method of identifying who has a particular key at a given time.

The local procedure will also insure that all incoming personnel leave their keys in a secure place, to be returned on their departure.

Inventory:

[redacted] These inventories shall occur on separate shifts. Upon completion, written documentation of the accountability will be made by the Supervisor of the shift. [redacted]

[redacted]

Emergency Keys:

[redacted]. These keys will also be inventoried as outlined under Section II, Inventory, of this Policy.

Emergency keys shall be tested at least once every six months, with documentation maintained. These keys shall be rotated and placed into circulation, when possible, every six months, to insure that wear is even and they will function.

Emergency keys shall be equipped so that they may be secured to an officer to prevent loss in the event of a fall, etc.

Staff should be aware that the losing, misplacing, or removal of a key from the facility without the Superintendent's permission, or the placing of a key in the position where it may be accessible by unauthorized person(s), may be subject to disciplinary action.

Superintendents shall also develop provisions within the local procedure for the replacing of keys when necessary through the appropriate State Buildings personnel.