

# Executive Directive



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Secretary

<b>Title:</b> <b>Key Control</b>	<b>Directive Number:</b> <b>OPS 110.0011</b>
<b>Related Md. Statute/Regulations:</b> N/A	<b>Supersedes:</b> DCD.110-11 C.N.1 issued Jan. 10, 2003 and DPDS 110.0011 issued December 31, 2010
<b>Related ACA Standards:</b> 4-ALDF-2D01; 4-4187	<b>Authorized By:</b>  <b>Executive Director Field Support Services</b>
<b>Related MCCS Standards:</b> .01K	<b>Effective Date:</b> July 15, 2016 <b>Number of Pages:</b> 5

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## **.01 Purpose.**

This directive establishes procedures for the control, storage and use of keys and locking devices at a Department of Public Safety and Correctional Services (Department) facilities.

## **.02 Scope.**

This directive applies to all Department correctional facilities, detention facilities, Baltimore Central Booking and Maryland Correctional Enterprises.

## **.03 Policy.**

Each Department facility shall have a key control program that provides maximum control over locks and keys, restricts access to sensitive keys and areas, and enables a prompt response to emergencies.

## **.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Arrestee" means an individual legally arrested and detained by the Department.
- (2) "Daily issue keys" means keys issued from a key control center to appropriate staff to accomplish the daily operations.
- (3) "Duplicate keys" means keys that are pre-cut and maintained as extra keys for each lock and locking device, for key rotation or key replacement.
- (4) "Emergency keys" means keys kept separate from regular issue keys to provide prompt access to all parts of the facility during fires, riots, or other emergency situations.

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- (5) "General keys" means keys not included in the definition of security keys, for example personal desk, office, or file keys.
- (6) "Inactive keys" means keys not in use, but retained for unused locking devices or keys maintained in separate storage for another facility.
- (7) "Key blanks" means key stock that has not been cut to fit a specific lock or series of locks.
- (8) "Key set" means a sealed key ring consisting of a metal identification tag stamped or engraved with the key set identification number and the number of authorized keys necessary for staff to perform routine duties of a post.
- (9) "Master keys" means keys cut so that one key may activate more than one locking device in a series of locks.
- (10) "Pattern key" means an original key with cut code maintained as a pattern when cutting all other keys for a particular lock or series of locks (not used for any other purpose).
- (11) "Restricted keys" means non-emergency keys that allow access to sensitive areas of a facility requiring special authorization before the keys are issued to anyone other than the specific staff designated to draw the keys.
- (12) "Security keys" means keys that would facilitate an escape or jeopardize the security of the facility if obtained by an inmate or arrestee that includes keys for gates, doors, and access panels which are unauthorized to an inmate or arrestee or through which strict control of movement is required.
- (13) "Turnover keys" means continuous use keys that are turned over from shift to shift or person to person without return and reissue through a control point.

### **.05 Responsibility/Procedure.**

- A. Each managing official shall implement a comprehensive key control program to address key control at the facility and related to performance of duties at court, hospitals, transport, and work assignment that include provisions for:
  - (1) Facility directives and post orders as required for the implementation of a facility key control program;
  - (2) Logs designated for inventories, inspections, issue and return of keys; and
  - (3) Standard operating procedures addressing the following elements of key control:
    - (a) Secure storage outside inmate or arrestee living and activity areas with posted lists of individuals authorized to access and use;
    - (b) Written master inventory of all keys, key sets, key blanks and locks;

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- (c) Designation and management of emergency and restricted keys in compliance with security audit standards and requirements of local emergency responders;
- (d) Retention of pattern keys for each door and grille gate to include a written location and identification of duplicate keys;
- (e) Recorded location within the facility of each lock, the number of keys to each lock, and the appropriate identification of keys;
- (f) Clearly written statement as to individuals who may be issued keys;
- (g) Method of issue, transfer, or return of keys and key sets to include “condition out” and “condition in” as part of the documentation process;
- (h) For each shift, a record of staff receipt, daily inventory, and inspection for turnover keys and key sets issued on a regular basis;
- (i) Protocol ensuring that active keys contain no manufacturer’s code numbers or key cut codes;
- (j) Restricted storage of all pattern keys, duplicate keys, and key blanks;
- (k) Protocol ensuring that immediate attention is given to keys, key sets, and locks requiring maintenance or repair;
- (l) Method for reporting and handling lost or broken keys, key sets, and malfunctioning locks;
- (m) Designating individuals authorized to test, establish, or change keys, key sets, and locks and to update inventories;
- (n) Designating individuals authorized to make repairs, adjustments, and duplicate keys;
- (o) Secure disposal and accountability for all broken or unserviceable keys and locking devices;
- (p) Written procedure for quarterly inspection and inventory of keys, key sets, and locks including emergency keys, with appropriate written documentation and supervisor verification of the inspection;
- (q) Documenting staff awareness and staff training related to key control;
- (r) Internal audit procedures indicating the individual responsible for conducting the audit and the primary individual to receive the audit report; and
- (s) Retention of records, inventories, inspections, and logs required by auditing authorities and MD State Archives.

### **B. Internal procedures for staff handling keys and key sets shall ensure:**

- (1) Keys and key sets are not accessible to an inmate or arrestee;

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- (2) Keys or key sets are not left unattended or in a lock;
- (3) Keys are not used as a lever to lift or pull open a door or grille;
- (4) Keys or key sets are not dropped, thrown, or slid across a surface;
- (5) Excess force is not applied to a key to operate a lock;
- (6) Key sets are maintained on individual hooks on a key board that is organized alphanumerically or by facility, department or zone;
- (7) Perimeter security keys are not carried into the secure compound;
- (8) Security keys or key sets do not leave the facility without written authorization by the managing official; and
- (9) All key sets, other than turnover key sets, are returned to the issue location at the end of the workday or upon departure from the facility.

### **C. Emergency key sets shall be:**

- (1) Stored in a secured see-through case with a numbered, tamper-proof seal attached;
- (2) Clearly marked and visible, but not accessible except by breaking the seal or the glass;
- (3) Organized appropriately on a sufficient number of separate rings to include only those keys needed to gain access to a specific area or zone;
- (4) Organized and sequenced in a manner to access any specific area via more than one route;
- (5) Properly accounted for as a condition of relief for that post, requiring that a log entry be made indicating all key sets are accounted for, the seal is intact, and the seal number matches the previous log entry;
- (6) Maintained in duplicate in a secure location outside the secure perimeter of the facility; and
- (7) Tested annually on all locks.

### **D. Security keys shall be rotated and or replaced as needed, utilizing duplicate keys to ensure fit consistent with normal wear with documentation of rotation or replacement maintained for audit purposes.**

### **E. Additional requirements that may apply to a particular facility shall be included in the facility key control directive.**

### **F. Personal handcuff or leg iron keys are not permitted inside a Department facility.**

### **G. When appropriate or under circumstances specified by the managing official an inmate may access only keys issued for personal living quarters, lockers, or work assignments.**

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- H. Facility procedures shall require that employees handling or using keys review the facility directive annually and that a signed acknowledgement of the review is maintained on file for audit requirements.
- I. Contracted lock and key work must be performed by a bonded certified locksmith that passes standard security screening procedures.
- J. Facility directives may provide for employee personal locks in the facility for employee lockers and:
  - (1) The employee shall provide the key control officer with the combination of duplicate key for the lock that is stored in the key control area; and
  - (2) Unless the employee owning the authorized personal lock is present and consents, only the warden, assistant warden, security chief, or managing official may authorize the key control officer to open an employee's personal lock.
- K. A facility directive for key control is required.

### **.06 Attachment(s)/Link(s).**

There are no attachments to this directive.

### **.07 History.**

This directive supersedes provisions of any other Department of unit directive with which it may be in conflict.

### **.08 Correctional Facility Distribution Codes.**

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