



# North Carolina Department of Public Safety Prisons

## Policy Summary Sheet

### Key and Lock Control

Chapter : F

Section : .2400

**Current Review Date:** August 14, 2018  
**Reviewed By:** Prisons Security Accountability Section  
**Next Review Due:** August 14, 2019

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**Current Revision Date:** August 14, 2018  
**Supersedes Revision Dated:** October 12, 2007

#### **Current Revision Summary (if applicable):**

The following change(s) are effective:

All changes are highlighted.

General Changes: Division of Prisons is changed to “Prisons” throughout the policy.  
The term “inmate” has been changed to “offender” throughout the policy.  
The term “institution” changed to “facility” throughout the policy.

Specific Changes:

#### **.2402 Responsibility**

Page 1 (b) Removed “Assistant Superintendent” to clarify facility head is responsible for key control (c) Revised language to clarify facility head’s responsibilities in key and lock control procedures.

#### **.2403 Procedures**

Page 2 (a) (2), (3) (4) Added language clarifying “only certified staff shall be issued and use security keys, emergency keys, and restricted keys exceptions are noted in .2403 (d) (7) (A) (B).

Page 3 (c) (1) Added language “concealed in a pocket or discreetly affixed to a belt. (c) (3) added language to clarify all keys shall be checked and logged when issued including keys passed temporally. (c) (4) removed “Correctional” and changed “should” to “must avoid any” for clarity. (c) (5) Added language “Staff shall physically pass keys from one employee to another. (c) (8) Changed

“should” to “shall” and added word “handling.”

Page 3 (d) Changed “should” to “shall” solidifying “Restricted keys shall be issued as needed only...”

Page 5 (e) (6) Added language to clarify methods of coding “such as notching, should be implemented” to assist with quick identification by sight or touch in emergency or low light situations.

Page 5 (f) Removed title “assistant superintendent of operations.” Changes in inventory, lock deployment, or key utilization are must be immediately documented in the related records. Added language to clarify handling of damaged/discontinued keys and inventory procedures, “that are damaged or no longer in use must be removed from the key and lock inventory and properly disposed. All key rings have an identifying tag indicating both the key ring inventory number and the number of keys on the ring. The facility head must ensure a procedure is in place that identifies and inventories on an annual basis any keys that are permanently assigned to any staff member. Staff members who are issued keys must have an operational need, based on work or post assignment. Perpetual inventories of key blanks and other critical items will be maintained and documentation completed as items are added or removed from the inventory.”

Page 5 (h) Added language designating a comprehensive audit of the key control program is conducted annually by a central audit unit.

Page 5 (i) Added language clarifying the facility head or designee shall ensure staff receive initial training and annual refresher training. “Monthly emergency drill shall be conducted in which a designated emergency exit key is called for and staff are required to produce the key and open the emergency exit within a reasonable and timely manner. This drill must be documented in the Incident Management System.”

## **2404 Other Requirements**

Page 6 (a) Added (5) “Lock changes.” Added (j) “All key rings must be soldered or otherwise secured to prevent removal or loss of keys or identifying information.” (d) Language changed to clarify “Security padlocks shall never be left hanging without being locked closed in a manner that it cannot be removed.”

Page 6 Added (j) “Accountability of all key rings should be checked and logged when keys are drawn or reassigned from one employee to another.”



Interim Division Policy Coordinator

8-14-18

Date