



OREGON YOUTH AUTHORITY

Policy Statement

Part II – Youth Services (Facilities)



Subject:

Key and Access Card Control

Section – Policy Number:

A: Security – 2.2

Supersedes:

II-A-2.2 (02/10)

II-A-2.2 03/07)

II-A-2.2 (01/96)

Effective Date:

02/27/2017

Date of Last Review:

02/27/2023

Related Standards and References:

- Performance-based Standards (PbS), *Juvenile Correction and Detention Facilities*; Security
- American Correctional Association, *Standards for Juvenile Correctional Facilities*; 4-JCF-2A-23 (Key Control)
- [OYA policy](#): II-D-1.4 Medication Management in OYA Facilities
- I-C-1.0 Property Control Systems
- [OYA form](#): YA 8110 (Employee-assigned Property)

Related Procedures:

- [Facility local operating protocols](#)

Policy Owner:

Facility Services Assistant Director

Approved:

Fariborz Pakseresht, Director

I. PURPOSE:

This policy provides general guidelines for accountability and assignment of keys and access cards in OYA facilities.

II. POLICY DEFINITIONS:

Access card: An electronic card programmed to unlock a door when presented to an electronic reader device. There must be a match between what is presented by the card, and the reader's permissible access control list to allow the door to unlock.

Emergency keys: Keys maintained on key ring(s) used to provide prompt access to all parts of the facility during fires, riots, or other urgent situations.

Facility access cards: Access cards issued to staff within the scope of their assigned duties that allow access to non-critical or low-security areas of a facility.

Facility access keys: Keys that allow staff to access work areas of the facility within the scope of their assigned duties. If lost or stolen, these keys could be used to facilitate an escape or jeopardize the security of the facility, facility property, staff, visitors, or youth.

Medical cart/cabinet keys: Keys maintained on living units within a strict chain of custody for access to medications prescribed to youth assigned to the living unit.

Perimeter keys: Keys that allow a secure perimeter to be breached.

Restraint keys: Keys used to access restraint devices. If lost or stolen, these keys could be used to facilitate an escape or jeopardize the security of the facility, staff, visitors, or youth.

Utility keys: Keys that if lost or stolen would not likely jeopardize the security of the facility nor facilitate an escape. Examples include keys to desks, personal lockers, padlocks, and filing cabinets.

Vehicle keys: Keys used to access or activate an authorized facility motor pool motorized vehicle, including tractors and other specialized machines, located inside or outside the secure perimeter of the facility.

III. **POLICY:**

OYA is committed to providing a safe and secure environment for youth and staff. Keys and access cards at facilities must be accounted for at all times. Precautions must be taken to prevent the use of keys and access cards for unauthorized area access or escape.

IV. **GENERAL STANDARDS:**

A. OYA will issue staff the keys and access cards necessary to enable them to effectively perform their assigned duties.

B. The keys and access cards issued by OYA are the only keys and access cards authorized for use in OYA facilities.

Unauthorized duplication, marking, impression-making, programming, or possession of keys or access cards is prohibited.

C. All facility key rings must be individually identifiable and tamperproof.

D. Staff responsibilities

1. Staff who are issued facility keys or access cards must protect the key or card from damage and prevent its theft or misuse.

2. Staff must keep facility-issued keys and access cards in their possession at all times while on duty.

3. Staff must carry and use keys and access cards in a secure, discreet and professional manner.

4. Information about keys, locks, access cards, and other security systems must not be discussed or referenced in the presence of youth.

5. Staff must immediately report any key, lock, or access card malfunction or damage to a supervisor. Staff will not attempt to force any lock to turn.

6. Staff must immediately notify the superintendent/camp director or designee when a facility access key or card, vehicle key, emergency key, or perimeter key is missing, lost, or stolen.

Staff must follow local protocol to account for or recover the missing key or access card.

E. Emergency key sets must be clearly identifiable as emergency keys, both when in a storage location and while being used.

F. Facility access keys and access cards

1. All facility access keys that are not in the possession of staff on duty must be securely stored at the facility in a manner that would make any loss or removal immediately apparent.

2. A facility access key accountability check must be completed and documented at a minimum of once per day.

3. Quarterly audits of the location and working order of facility access keys and lock systems must be conducted and documented by the facility's security manager or designated staff.

4. Supervisors must document staff assignment of facility access cards on a form YA 8110 (Employee Assigned Property), and verify continued card possession annually.

G. Perimeter keys

1. Access cards must not be programmed for exit from the secure perimeter of a secure facility.

2. Perimeter keys must be securely stored.

3. Access to perimeter keys must be authorized in advance by the superintendent/camp director or designee.

4. The issue and return of perimeter keys must be documented.

5. No set of assigned facility access keys may access any secure perimeter lock.

H. Medical cart/cabinet keys

Staff assigned medical cart/cabinet keys must maintain those keys in a manner consistent with OYA policy II-D-1.4 Medication Management in OYA Facilities (pg. 5).

- I. A youth must never be authorized to use or possess any facility key access cards, or a staff member's personal key.
- J. Restraint keys must be limited and controlled according to facility operations and local protocol.
- K. Installing access card systems in OYA facilities

Only the Facility Services assistant director may approve the initial installation of an access card system in an OYA facility.

- 1. The facility's superintendent or camp director must approve which facility locks or doors are programmed with an access card.
- 2. Access cards must not be installed in critical or high security areas of a facility (e.g., living units, worksites, security facility exterior doors or gates).
- 3. The superintendent or camp director must designate a staff member responsible for programming the facility's access cards.

V. LOCAL OPERATING PROTOCOL: YES

Each facility must develop protocols to ensure the proper accountability and assignment of all keys and access cards. Protocols must address:

- A. Identification and assignment of keys and access cards;
- B. Issuance of keys and access cards;
- C. Key and access card accountability;
- D. Key, lock, and access card inventory; and
- E. Lost or stolen key and access card response steps.