



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 16-01 Central Office Key Control

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AM CO 08-01

APPROVED: _____ **Signature on File** **Effective Date:** February 22, 2016

- I. APPLICABILITY.** This policy applies to ACC Central Office Employees.
- II. POLICY.** It is Arkansas Community (ACC) policy to safeguard and secure its administrative offices, equipment and other property from unauthorized access.
- III. GUIDELINES.**
 - A.** Keys and access to ACC administrative offices and the building will be managed through a uniform key control system on each floor of the central office facility. A key control officer (KCO) will be designated for each floor to issue and recover keys assigned to central office employees, and as requested by the Director, Chief Deputy Director or Deputy Director.
 - B.** A KCO and one backup per floor have been designated by the Deputy Directors/Director to maintain control of the physical keys to ensure security and control of access to ACC property, central office space and building. The backup will access the key control box only as requested in the absence of the KCO. The KCO will manage the keys to the offices (only the KCO in the Director's office will manage the keys to the building), ensure proper identification of keys and offices, maintain an electronic record of keys issued and recovered, expedite key copies as directed by the Director or Chief Deputy Director, and review key assignments each January to determine accuracy of the key inventory and compliance with this policy. Each KCO must conduct their annual reviews so as not to review their own key control documents but will request the review from a KCO assigned to another floor. The KCO will forward the report to the Director, Chief Deputy Director and Deputy Directors by the end of January annually.

- C. Assignment of a key is made on an as needed basis. Employees do not have a right to an office key. Supervisors must ensure employees have timely access to their work spaces.
- D. Unauthorized possession of a central office key does not grant permission to access an office or the building. Management is authorized to seize any unattended or unauthorized key. If a key to an office or the building is lost, stolen, misplaced, or found, contact the KCO and notify your supervisor. The supervisor and/or Deputy Director will determine the level of potential vulnerability if the key is not recovered and pursue the most efficient way of securing the breached area.
- E. No employee may duplicate a building key. No employee may duplicate an office key except the KCO when instructed by the Director or Chief Deputy Director.
- F. The KCO must contact the KCO in the Director's office to request a building key, only when one is requested by a supervisor. An employee may be required to defray the replacement cost or be denied a replacement key for lost, stolen or misplaced keys (depending upon the number of prior occurrences).
- G. Locks or other door hardware (personal or otherwise) must not be placed on or removed from office doors or other controlled areas without the authorization of the Director, Chief Deputy Director or Deputy Director.
- H. Employees are responsible for keys issued to them and must not loan, duplicate or transfer them to anyone outside of their supervisory chain or the KCO.
- I. A master key (single key that allows access to all or most of the spaces in a particular area) may be issued by the Chief and Deputy Directors. The Director must approve issuance of a master key to any others.
- J. Key control boxes will be mounted in a locked room, restricted to those authorized by the Director, Chief Deputy Director or Deputy Director. No more than two duplicate keys will be maintained for each office location (after the current supply of duplicates is exhausted).
- K. Prior to an employee's last work day with ACC, the employee must return the keys to the supervisor who will forward the key to the KCO. The employee must notify the supervisor and the supervisor must notify the KCO and Human Resources (HR) if the key cannot be returned. Broken keys must also be returned to the KCO. The KCO will document return of the broken key (after verification) and will update the record for the return unless a new one is issued at the same time. If an employee does not return assigned keys, he/she must pay the replacement cost for each prior to receiving their last pay check and request clearance from the KCO to be provided to HR to ensure release of the employees' final pay check.

IV. ATTACHMENTS.

AD 16-01 Form 1 Central Office Key Control Assignment
 AD 16-01 Form 2 Key Inventory Control Sheet

Arkansas Community Correction KEY AND SECURITY DOOR CARD CONTROL FOR CENTRAL OFFICE

Employee Name: _____

Instructions: To obtain a key to your or others workspace and/or card for access to the building, you must complete columns A and B below, obtain the supervisor's approval signature in column C (If the request is for a master key, the Director's approval is also required) and take this form to the key control officer (KCO).

A KCO (selected by the Director or a Deputy Director has been assigned for each floor of the ACC Central Office). Keys will be issued through the supervisor by the KCO only. Security door cards for the building can only be obtained through your supervisor who will contact and authorize the KCO in the Human Resource Section to issue a security door card. Initially, the employee will complete column A and B and have the supervisor (or Director) complete C. The KCO will issue the appropriate office key(s) or security door card, complete columns E, F, G, and H as appropriate and obtain the employee's initial in column D and signatures at the bottom of this form. Issuance of additional keys to this employee must be recorded on this same form. After the KCO issues a key and initials column H, a copy of this document may be provided to the employee upon request. The KCO will maintain the original document until all keys are returned and a subsequent annual key inventory/audit is completed.

Key Types: R = Room, D (previously "B") = Security Door Card, M = Master, S = Stairwell E = Emergency Exit.

Reason: 1 = New Employee to Section, 2 = Replace lost/stolen key, 3 = Replace Broken key 4 = Employment Ended

				Key Control Officer			
A	B	C	D	E	F	G	H
Key Type	Room or Card #	Initial of Supervisor (Director also if master) Issuance Approval	Employee's Initials When Key is Received	Date Keys Issued	Reason Code	Date Keys Were Returned	Key Control Officer Initials

My initials above acknowledge receipt of the keys and/or security door cards indicated. I will promptly report any broken, lost or stolen keys/card to my supervisor and the KCO. I will return all keys/cards if I change office locations, if I am temporarily suspended from work, or my employment with ACC Central Office ends. I will not loan or duplicate any key or card assigned to me by officials of ACC.

Employee's Signature	Date	KCO Signature	Date
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**Arkansas Community Correction
KEY INVENTORY CONTROL SHEET**

Room#	Type Key	Keys On Hand	Keys Issued	Total Keys	Balance	
					Yes	No

Audited/Review Date: _____ KCO: _____

Findings:
 Keys consistent with documents
 Key inventory inconsistent with documents as follows:
