**Section 801.570 Key Control**

The facility shall maintain a system to control keys and their use which provides for accounting of the location and possessor of each key.

a) All keys shall be issued from a central control area.

b) A log shall be used to record the number of each key or ring issued, and the name of the receiving staff. A master inventory showing the location of the lock, the number of keys to that lock, and the names of all employees assigned to the key shall be maintained.

c) Facility keys shall be stored so that their presence or absence can be easily determined.

d) Facility keys that are not retained on an assigned post shall be returned to the control center by the end of the work shift. Broken keys and locks shall be immediately reported and replaced as soon as possible.

e) All key rings shall be numbered and the facility shall maintain at least one duplicate key for each lock.

f) An emergency set of keys shall be securely maintained in the control center. Fire and emergency keys shall be color-coded and marked for identification by touch.

g) Youth shall be prohibited from possessing keys.

h) Facility policy may control staff possession of personal keys while on duty.