



Department Justice and Public Safety
Adult Custody Services

Policy: **Key Control D-2**
Effective: March 2001
Revised: December 2022

MISSION STATEMENT

Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

PURPOSE

To establish procedural standards for staff to ensure security, care, and control of institutional keys.

LEGISLATIVE AUTHORITY

[Corrections Act NB Regulation 35\(a\)](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

Each institution will maintain a secure system for control of issuing and returning of keys. Each staff member is responsible for care and control of keys within their possession.

PROCEDURE

Secure Keys

Keys are to be carried inconspicuously and securely.

Key Exchange

Key exchanges are to be made hand to hand (never thrown).

Key Contact - Clients

Clients are never to have contact with institutional keys.

Key Count – Key Log

A systematic accounting routine will allow for key counts being recorded in the key log at every shift change, or key press where available.



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Keys, not in use, are to be retained on hooks in a secure cabinet, clearly marked as to what keys belong on each hook and accessible only to designated staff, or in a key press where available.

Keys Not to Leave Building

Keys are not to leave the institution and are to be turned in to Central Control or the key press when staff members leave the grounds.

Duplicate Keys

Duplicate keys are to be secured in a separate, catalogued secure cabinet, in a secure room, away from Central Control. (For better access and security in case of a disturbance)

Vehicle Keys

Vehicle keys, for any person entering the security core of the building, will be stored at Central Control or in a location described by Local Policy. Keys will never be left in an unattended vehicle.

Count Discrepancies

Discrepancies in the key count are to be verbally reported to the Sergeant (or designated authority) immediately, with a written report submitted prior to the end of the shift.

Unauthorized Possession

Staff who learn that institutional keys have been or are in the possession of an unauthorized person are to verbally notify the Sergeant (or designated authority) immediately, complete a thorough security check of the institution, and provide a written report before the end of the shift.

Loss or Damage

Key loss or damage is to be verbally reported to the Sergeant (or designated authority) immediately, with a written report to follow before the end of the shift.

RELATED POLICY

A6 Vehicle Control
B6 Personal Property of Adult Custody Services Staff
Adult Institutional Policy Manual N.B