**Section 411.615 Key Control**

The facility shall establish a plan to control keys and their use that provides for accounting of the identification, function, location and possessor of each key. The plan must address and/or incorporate the following:

a) All keys shall be issued from the staff control room.

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 and/or key rings that are not permitted to be retained by staff shall be returned to the staff control room by the end of the work shift and shall be stored so that their presence or absence can be easily determined. Broken keys and locks shall be immediately reported and replaced as soon as possible.

d) The facility shall maintain at least one duplicate key for each lock.

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

f) Children and youth shall be prohibited from possessing keys.

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