

## **3-06/130.00 Key Inventory and Control**

Each Custody facility shall utilize a Key Inventory Control Log containing all key numbers and names of personnel assigned those keys. The log shall be maintained for each shift on a daily basis.

Every key in the facility shall be accounted for in the Master Key Inventory log by its trade name, serial number, location of its key locks, and the code number of its key ring.

All key blocks/rings will be soldered closed, or otherwise made tamper-proof, and shall contain a tag indicating the number of keys on the block for security and inventory purposes. There shall be an annual inventory of all facility keys.

Each Custody facility shall develop procedures to conduct regularly scheduled checks of key rings or blocks to verify that keys have not been added or removed.

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