

# PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - SECURITY  
ADMINISTRATIVE DIRECTIVE NO. 858  
(Replaces A.D. No. 858 dated 3/16/06)

Effective Date: February 15, 2007

## SUBJECT: KEY CONTROL

### I. PURPOSE

Establishes key control procedures necessary to maintain facility security.

### II. AUTHORITY

Department of Mental Health Special Order No. 240.01.

### III. POLICY

All keys used to maintain a secure facility at Coalinga State Hospital (CSH) will be managed in accordance with established procedural requirements.

### IV. METHOD

#### A. Key Classification and Control:

1. Secure Treatment Area Keys – Control the locks located inside of the secured area of the hospital.
2. Non-Secure Treatment Area Keys – Control the locks located outside of the secured area of the hospital. These keys may be issued to authorized employees as take-home sets. Upon termination from the hospital, the keys will be returned to the Locksmith.

#### B. Secure Treatment Area Key Control:

1. Upon entering the secured area of the facility, all employees must display their CSH issued photo identification card and personal alarm to the Key Control officer.
2. At no time will anyone leave his or her assigned key set or personal alarm unattended. Employees are encouraged to securely attach their key set to their clothing by some means (chain, retractable key holder, etc.).
3. Secure Treatment Area keys are located in key control boxes located near an employee's work area. No employee will attempt to remove any key not assigned to him or her or shall attempt to circumvent the safety or restrictive features of the key control box.

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4. Secure Treatment Area key sets shall not be taken outside of the secured area of the hospital without specific authorization from the Hospital Administrator and the Chief of Protective Services. Staff are subject to disciplinary action if they are in violation of this policy.
5. A lost key set shall be reported to Police Services (DPS), Plant Operations (PO) and the employee's supervisor immediately. If lost within the secured area of the hospital, the area will be secured immediately and a search of the area will be conducted. If not found within the immediate area, the Chief of Police will notify the Executive Officer of the Day (EOD) of the circumstances surrounding the incident and request a Hospital-Wide Search be initiated. If the key set is not found within thirty minutes after the loss is discovered, the employee shall complete and sign a Report of Missing/Found Contraband. The report will be immediately delivered to the DPS Watch Commander, and PO. The supervisor of the employee who lost the keys shall complete an SIR and follow-up with any further action regarding the loss of a key set. A copy of the Missing/Found Contraband Report will be distributed to the supervisor and Department Head. Keys lost outside of the secured area of the hospital shall be reported to the DPS Watch Commander by telephone or the most expeditious means as soon as they are discovered to be missing; the same reporting requirements still apply. If found, the employee must update the Watch Commander with this information.
6. Exchanging key sets is prohibited.
7. Any damaged, broken or malfunctioning key must be reported to the Lock Shop through the Watch Commander, via the work order system. Should a key break off in a lock within the secured area of the hospital, the employee shall remain at the scene and have another employee immediately notify the DPS Watch Commander. A staff member must remain with the malfunctioning lock until relieved by a member of the DPS or the Locksmith has resolved the problem.
8. No duplicate keys will be made or locks altered or changed except by the Locksmith. Keying and lock alteration shall be coordinated through the Chief of PO and the Chief of Protective Services.
9. To issue, effect changes, additions, and deletions of keys, employees will make out a work order in triplicate. The program or department manager or designee must complete and sign a work order. The work order will then be submitted in triplicate to the Chief of Protective Services for review and approval before forwarding to the Lock shop. All keys will be issued and returned to the PO Lock shop. Keys and key tags are considered as part of a complete set of keys. Keys or key tags will not be removed from the set by anyone other than the Locksmith.

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10. Possession of keys does not in itself authorize entry to any part of the Hospital. Employees are not permitted to use their keys to obtain entry to Hospital areas in which they have no official business.

C. Vehicle Key Control:

When not in use, State automobiles and truck keys shall be kept in a secured location.



W. T. VOSS  
Executive Director

Cross Reference(s):  
Nursing Procedure Manual  
Department of Police Services Policy Manual