I. **PURPOSE:** This policy is aimed at controlling access to the FMHF to those having the job function of providing a safe secure environment for FMHF.

II. **POLICY:** It is the policy of MSH to maintain in all facilities a key control program that provides secure control by appropriate individuals over locks, keys, and locking devices; restricts access to sensitive keys; and enables prompt response to emergencies.

A. The **Program Manager** is responsible for overall operation of the key control program, and will identify a control employee who will be responsible and receive the necessary training to manage the key control program.

B. All keys are issued from FMHF central control with the exception of sensitive keys. (These concepts are outlined and detailed in FMHF security procedure protocol).

C. A Chit System will be used to check keys (in & out) from Central Control by employees.

D. An immediate verbal report of any lost or misplaced key or key ring will be made to the shift supervisor when loss or misplacement is discovered, the circumstances surrounding the episode, and the keys involved. Employees losing keys may be subject to disciplinary action.

E. When security keys are lost or misplaced, proper security precautions must be taken immediately to guard against unauthorized access to sensitive areas, or potential leave taking from the facility by clientele.

F. Only staff designated by the MSH Administrator or Designee may possess an overall sensitive key function for the facility.

G. Unauthorized possession, alteration, marking, duplication, manufacture, or impression making of keys by staff is prohibited. Staff involved in such activities may be in violation of State of Montana Criminal Code, FMHF and MSH policy, and consequently subject to legal prosecution and employer disciplinary action.
H. All staff must be trained in the key control system, and particularly the emergency key system, so that in a time of crisis anyone issued any set of keys can use them to the intended effect.

III. DEFINITIONS:
A. Chit System: A system for tracking keys wherein an employee is issued keys in real-time based on actual presence and subject to key accountability at all times. An employee is relieved of key possession upon relief from job duties, at the end of their shift and/or departure from the facility.

B. Sensitive Key: A key or keys whose possession is restricted to designated employees.

IV. RESPONSIBILITIES:
A. MSH Hospital Administrator approves appropriate key possession by designated employees for the purpose of onsite security.

B. Program Manager controls all appropriate keys, and manages operation function and procedure of key usage for the purpose of situational on-site security.

V. PROCEDURE:
A. The use of keys at FMHF is subject to established security procedure as provided in the FMHF Security Operations Manual.

VI. REFERENCES: None

VII. COLLABORATED WITH: Hospital Administrator, Human Resources Director.

VIII. RESCISSIONS: None, new MSH FMHF policy.

IX. DISTRIBUTION: All MSH FMHF policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review (Attachment B) per M.C.A. 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Human Resources Director

XII. ATTACHMENTS: None.

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John W. Glueckert Date
Hospital Administrator

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Todd Thun Date
Human Resources Director