



**MONTANA STATE HOSPITAL
Forensic Mental Health Facility
POLICY AND PROCEDURE**

Key Control for the Forensic Mental Health Facility

Effective Date: February 1, 2016

Policy #: MSH FMHF-24

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- 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.

