

Chapter: Supervision  
Subject: Key Control  
Section: 8.7  
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Reviewed/  
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To maintain the security of NRTC, all keys and swipe badges necessary for facility operation will be issued from and maintained by the Operations Manager. A current inventory of all keys are maintained and updated as needed.

Supervisors, administrative personnel and other persons approved by the Director will be issued a key and swipe badge with the appropriate security level. All other keys and swipe badges will remain secured in the Operations Manager's Office.

A master key will be maintained by the Administrative Assistant and can be signed out to approved personal as necessary.

Vehicle keys can be obtained in the staff office and/or at the Administrative Assistant's desk. Staff are required to properly document their travels in the log books.

Staff members are to maintain any keys and swipe badges on their person at all times. Youth are not permitted to use or possess facility or vehicle keys. Staff members are to report lost or damaged keys to a supervisor immediately, in addition to completing a Critical Incident Report to document what happened.