



Administrative Policies and Procedures: 27.26

Subject:	Key and Tool Control in Youth Development Centers
Authority:	37-5-105 (3), 37-5-106
Standards:	ACA: 4-JCF-2A-23, 4-JCF-2A-25; COA: ASE 5.02; DCS Practice Model Standard: 8-306
Application:	To All Department of Children's Services Youth Development Center Employees
Policy Statement:	
All Youth Development Center (YDC) shall govern the use and control of keys and tools to ensure the safety and security of youth, staff, and the community and an accountability system is in place that provides for their use and control.	
Purpose:	
To provide guidelines to ensure a process that governs the control and use of keys and tools.	
Procedures:	
A. Written local procedures for key control	<ol style="list-style-type: none"> 1. Requirement Each YDC Superintendent will develop local procedures to establish an accurate current accounting system of key control. 2. Contents Local procedures for key control must be reviewed annually, documented and include, at a minimum, the following: <ul style="list-style-type: none"> a) Identification; b) Issuance; c) Storage; d) Inventory; e) Duplication; and f) Custodian (who has a right to certain keys).

B. Written local procedures for control of tools, culinary utensils and medical equipment	<p>1. Requirement</p> <p>Each YDC Superintendent will develop local procedures to govern the use of tools that includes culinary utensils and medical equipment (if appropriate).</p> <p>2. Content</p> <p>Local procedures for tool control must be reviewed annually and include, at a minimum, the following:</p> <ul style="list-style-type: none">a) Identification;b) Storage;c) Issue (check in and out);d) Inventory;e) Disposition; andf) Missing tools
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Forms:	<i>None</i>
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Collateral documents:	<i>None</i>
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