

Staff Responsibilities for Keys/Key Cards:

All staff shall adhere to the following procedures:

- In accepting probation facility keys, you are also accepting the responsibility for the safety of the youth and your co-workers.
- Probation keys shall be worn with a lanyard or chain, using material that is strong enough to prevent theft or accidental loss.
- Keys/key cards are to be used only by the employee to whom they are issued.
- They are never to be lent or given to a youth or to visitors by any employee.
- Assigned probation keys will not be removed from their rings, nor may they be traded without proper authorization.
- Only authorized Probation keys are to be on the lanyard or chain.
- There are to be no personal keys, such as house or car keys attached.
- Staff, other than supervisors and above, shall turn their Probation keys in when leaving the institution unless given specific authorization from the Superintendent.
- Staff, other than supervisors and above, shall not leave the property with Probation keys.

Print Name

Signature

Date