

Key Security Policy

Essential Summary

[Redacted content]

Version	0.3
Status	Final
Doc Reference	D18/00037

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1 Scope

This policy applies to all centre employees and visitors who are required to use keys to access doors, gates and other secure areas within a centre.

2 Purpose

The purpose of this policy is to inform employees and visitors of the requirements for maintaining key security whilst performing duties related to their role.

3 Definitions

Approved employee means an employee who is approved by the Centre Manager to have access to the keywatcher system.

Centre manager means the person who is for the time being in charge of the centre.

Employee [REDACTED]

JJC means Juvenile Justice Centre.

JJNSW means Juvenile Justice NSW.

Keywatcher [REDACTED]

Secure area of a centre means all areas within a juvenile justice centre where there is potential access to young people. [REDACTED]

Visitors (for the purpose of this policy) means external JJNSW employees and non-JJNSW stakeholders whose roles require access to the secure areas of a centre; permitted under legislation and JJNSW policy and procedure. (E.g. Official Visitor, Chaplain)

4 Security and appropriate use of keys

Keys are one of the most important items of security equipment in a JJC and therefore must be securely stored or attached to an employee at all times.

4.1 Keywatcher system

Keywatcher systems are installed in each centre providing added security and a tracking system for the allocation and return of each key.

Access to the keywatcher is restricted to approved employees or visitors, as determined by the Centre Manager.

The Duty Manager is responsible for determining and monitoring each employee's keywatcher access for key security. The provision of keys to any person who is not a direct employee of JJNSW must be approved by the Centre Manager.

4.2 Induction and training

All employees and visitors must complete a Full (Safety & Security) Induction before being issued keys.

JJNSW is responsible for ensuring all employees and visitors receive training in the use of the keywatcher.

4.3 Perimeter keys



4.4 Security of keys

Centre managers must establish processes for the maintenance and registration of all keys including:

- registering and securing all external centre keys
- selected keys for confidential information and files
- access for keys to drug cabinets must be limited to Justice Health employees
- access of weapons safe keys
- access for the duplicate keys to the weapons safe must be restricted to centre managers and assistant managers ONLY
- written reports of daily usage of keys (keywatcher reports)
- random audits to monitor correct usage of keys
- register of keys to be maintained in the event of system failure of keywatcher

Any concerns regarding key security must be reported to the Duty Manager immediately. This may include keys broken, lost or not accounted for, or any known breach of security.

4.5 Appropriate use of keys



Centre managers are responsible for making sure that all lanyards meet the safety and security requirements of JJNSW and the *Work Health and Safety Act 2011*.

Keys must never be:

- attached in such a way that they be can be harmful to the employee e.g. placing or looping keys around the neck
- pinned to clothing or attached so they may easily be removed by another person
- removed from the keywatcher for another person, unless approved to do so by the Duty Manager
- left unattended
- given to a young person.
- given to TAFE NSW teachers

Centre keys must never be taken out of the centre. When employees are required to leave the centre during a shift, (e.g. movements, transport, supervised community activities), they must return their keys to the keywatcher.

[REDACTED]

If a young person requests or attempts to obtain keys, a report must be made to the Duty Manager. A young person must be reported for “possession of unauthorised articles” and dealt with accordingly if they take possession of keys (see Incident Reporting Policy and Misbehaviour Procedure).

5 Weapons safe keys

Police officers are not permitted to carry firearms or any weapon into a JJC when visiting for the purpose of conducting interviews or inspections. All weapons must be secured in the weapons safe.

In order to maintain safety and security during a visit, the following must be adhered to at all times:

- [REDACTED]
- [REDACTED]
- [REDACTED]

6 Handcuff and vehicle keys

[REDACTED]

6.1 Handcuffs keys

[REDACTED]

6.2 Vehicle keys

All JJNSW vehicle keys must be kept in the keywatcher where possible. Storing the keys in the keywatcher provides security, quick access during an emergency and allows accurate recording and reporting of vehicle access and use. [REDACTED]

[REDACTED]

[REDACTED]

7 References

Procedures	N/A
Legislation	<ul style="list-style-type: none">• <i>Children (Detention Centres) Act 1987</i>• <i>Children (Detention Centres) Regulations 2015</i>
Executive memorandum	<ul style="list-style-type: none">• <i>D12/07935: Conditions of Lanyards (12/10/12)</i>• <i>D10/08625: Key Security (08/11/10)</i>

8 Document information

Title:	Key Security Policy
Business Centre:	Operations Unit
Author:	Senior Project Officer
Approver:	Director Operations Unit
Date of Effect:	June 2018
Next Review Date:	December 2020
File Reference:	18/00010
Key Words:	Keys, vehicle, weapons, safe, security, handcuffs, lanyard, security

9 Document history

Version	Date	Reason for Amendment
0.1	23/04/18	Transferred to new policy format as determined to be policy information and not specific procedural directions.
