



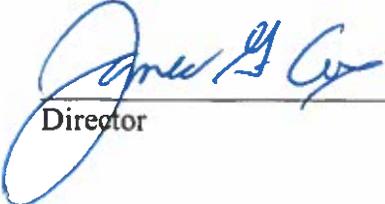
# Nevada Department Of Corrections

## Administrative Regulation Control Sheet

AR Number:	410
AR Title:	Key Control

## AR Revision History

Revision Details	Effective Date
This AR was reviewed by the Subject Matter Expert and it was determined that no changes are required as of this date.	01/26/15
No Additional revisions beyond this line.	---

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Date

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
410**

**KEY CONTROL**

**Supersedes:** AR 410 (08/14/09)  
**Effective Date:** 04/08/11

**AUTHORITY:** NRS 209.131

**RESPONSIBILITY**

1. Wardens/Facility Managers will ensure that an operational procedure is established to control the use, distribution, storage and inventory of keys to minimize the threat to facility security and misuse.
2. Wardens/Facility Managers are responsible for the implementation of this regulation.
  - A. Institutional Wardens may designate an Associate Warden to be responsible for the key control function.
3. All staff are responsible to have knowledge of and to comply with this regulation.

**410.01 PROCEDURES**

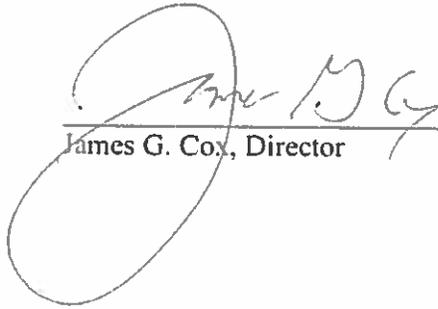
1. The Department of Corrections will develop and maintain a system of key control which will indicate the location of every key and lock at any hour at each institution/facility.
2. The Department will establish a confidential manual outlining specific key control procedures.
3. Staff will be allowed to bring personal keys into institution/facilities.

**APPLICABILITY**

1. This regulation requires an Operational Procedure for all institutions/facilities.
2. The regulation requires annual audit by Department Administrators.

**REFERENCES**

ACA Standards: 4<sup>th</sup> Edition, 4-4195

  
\_\_\_\_\_  
James G. Cox, Director

3/14/11  
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Date