



Division of State Parks

Capital Improvements #44-4	Statewide Facility Security and Key Control	Rev. 10/3/14	Page 1 of 5
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PURPOSE: To ensure consistent security and key control within State Parks facilities statewide.

ORGANIZATION: The division shall maintain a Great Grand Master Key (GGMK) system, and consistent use of lock types when developing, maintaining and making repairs for all facilities within state parks.

PRIOR POLICY: This is a new policy.

PROCEDURES:

- I. Establishment and Maintenance of Locking Devices and their Key System
 - A. Keyway - It is established that all locking devices shall compatible with and contain cores and interchangeable cores that contain a Schlage™ compatible “E” keyway. This keyway is not required to be manufactured by Schlage™, but must have a keyway that matches the Schlage™ keyway.
 - B. All locking devices purchased and used within properties assigned to, leased and/or managed by State Parks shall be approved by the Security and Key Control Officers. The Security and Key Control Officers shall review all requests and ensure the locking devices are sound and will function properly with the State Park’s GGMK.

- II. State Park’s Great Grand Master Key System
 - A. Each key in each level of the great grand master key system will be uniquely marked with a code given by the Security and Key Control Officers. No two keys shall be marked alike.
 - 1) Great Grand Master Keys shall be capable of operating every lock in the State Parks system. Great Grand Master Keys shall only be assigned to staff authorized by the administrator of the Division of State Parks.
 - 2) Region Grand Master Keys shall be capable of operating every lock within its respective region. Region Grand Master keys shall be assigned to staff authorized by the region manager.
 - 3) Park Master keys shall be capable of operating every lock and locking device within its respective park. Park Master keys shall be assigned to staff authorized by the park supervisor.
 - 4) Each park will be keyed to best maintain security within that park. The key codes shall be designed in a way that will minimize access to park facilities. Key coding shall be as designated by the Security and Key Control Officers. The coding of keys will be recorded and maintained in the Key Control Database.

- III. Security and Key Control Staff Training
 - A. Initially, the two Security and Key Control Officers and one Security and Key Control Staff member from each region were assigned and provided training on the maintenance of lock devices, pinning of cylinders and cutting of keys.

- B. The Security and Key Control Staff that were trained must provide on the job training for their backup Facilities and Key Control Staff member.

IV. Locking Device Maintenance Repair and Replacement

- A. It is the duty of the Facilities Security and Key Control staff to maintain, repair and replace all locking devices on an as needed basis.
- B. When it is determined a locking devices is beyond repair, it is the duty of the Facilities Security and Key Control staff member to gain funding for purchase and installation of the replacement.
 - 1) Before purchase, the Facilities Security and Key Control staff member must coordinate with the Security and Key Control Officers to ensure the device is acceptable for use in State Parks.

V. Key Control

A. CORE AND INTERCHANGEABLE CORE PIN AND KEY STAMP CODES:

- 1) When it is determined that a new lock needs to be pinned to the GGMK or a lock is in need of new pin codes, due to a security breach, the Facility Security and Key Control staff member shall contact the Security and Key Control Officer to request the pin codes.
- 2) The Security and Key Control Officer shall:
 - a. For a new lock:
 - i. Enter the new lock in the key control automated database to obtain the new core pin codes.
 - ii. Establish a new set of key codes for that lock and document them in the database.
 - iii. Develop a unique key stamp code for each key cut for the respective lock. Document the codes in the key control database.
 - iv. Provide the pin and key stamp codes for the respective lock to the Facility Security and Key Control staff member.
 - b. When new codes are required due to a breach of security:
 - i. Label the codes in the database to indicate that the security for that lock has been compromised. Ensure the breached pin codes and key are not used until they can be deemed safe for re-use.
 - ii. Establish a new set of key codes for that lock and document them in the database.
 - iii. Develop a unique key stamp code for each key cut for the respective lock. Document the codes in the key control database.
 - iv. Provide the pin and key stamp codes for the respective lock to the Facility Security and Key Control staff member.
 - c. If the codes are transmitted via email (digitally):
 - i. The Security and Key Control Officer shall contact the Facility Security and Key Control staff member to ensure they have been received.
 - ii. After assurance that the Facility Security and Key Control Staff member received the digitally delivered codes, the Security and Key Control Officer shall permanently delete the digital file from email.
- 3) The Facility Security and Key Control staff member shall:
 - a. Upon receipt of the pin and key stamp codes, place the codes in a secure location that only authorized Facility Security and Key Control staff members can access until they are used.
 - i. If the codes are received digitally, they shall be printed immediately, then permanently delete the email.
 - b. Use the pin codes to pin the locks, cut the keys and stamp the keys at the soonest possible convenience.
 - c. Upon completion of pinning, cutting and stamping, immediately destroy the paper copy of the codes received. DO NOT maintain a copy of the codes after the lock and keys are completed.

B. PADLOCK STAMP CODES

- 1) The Facility Security and Key Control staff member shall request stamp codes from the Security and Key Control Officer.
 - a. The Facility Security and Key Control Staff member shall gain a detailed description of the location where the lock will be placed prior to making a padlock stamp code request. This information must be provided to the Security and Key Control Officer.
 - b. Padlocks will not be relocated from its original location, unless a new detailed location is provided to the Security and Key Control Officer and approval has been given to relocate said padlock.
 - c. The padlock code given by the Security and Key Control Officer shall be stamped on the secured side of the shackle of the padlock as shown in the photo below.



THIS IS A SAMPLE CODE, DO NOT MATCH

C. KEY CONTROL AND DISTRIBUTION

- 1) If the Security and Key Control Officer cuts the keys for a lock:
 - a. All key cutting and pinning equipment shall be maintained in a location only accessed by the designated Security and Key Control Officer(s).
 - b. The keys will be transferred in bulk with a key control form to the Facility Security and Key Control staff member.
 - c. The key control form shall list all keys that are transferred (see Attachment A).
 - d. The key control form shall document when the keys were transferred.
 - e. The Security and Key Control Officer shall require the signature of the recipient of the keys and observe the signature.
 - f. The Facility Security and Key Control staff member shall sign the form as the recipient.
 - g. The Security and Key Control Officer will sign the form.
 - h. A copy of the form will be given to the Facility Security and Key Control staff member.
 - i. The original of the form will be retained by the Security and Key Control Officer.
 - j. All division and region key control forms shall be maintained in a locked file cabinet that is secure to the respective key control member.

- k. Parks shall retain only key control forms that relate to that specific park.
- 2) If the Facility Security and Key Control staff member cuts the keys for a lock, and/or are assigned to an end user:
 - a. All key cutting and pinning equipment shall be maintained in a location that can only be accessed by the designated Facility Security and Key Control staff.
 - b. The keys will be transferred to the intended recipient with a key control form to the recipient.
 - c. The key control form shall list all keys that are transferred (see Attachment A).
 - d. The key control form shall document when the keys were transferred.
 - e. The Facility Security and Key Control staff member shall require the signature of the recipient of the keys and observe the signature.
 - f. The recipient shall sign the form.
 - g. The Facility Security and Key Control staff member will sign the form.
 - h. A copy of the form will be retained by the Facility Security and Key Control staff member.
 - i. The original of the form will be immediately transmitted to the Security and Key Control Officer.
 - j. All division and region key control forms shall be maintained in a locked file cabinet that is secure to the respective key control member.
 - k. Parks shall retain only key control forms that relate to that specific park.
- 3) Key Return
 - a. All keys issued remain the property of Nevada State Parks.
 - b. When a key recipient returns a key, it shall be returned to the park supervisor.
 - i. The original key control form that the recipient signed, shall be labeled to indicate the return of the key.
 - ii. The key shall be secured by the park supervisor until it is reassigned to a new staff member.
 - c. A copy of the key control form shall then be transmitted to the Facility Security and Key Control Staff member and the Security and Key Control Officer.
- 4) The Security and Key Control Officer shall document all key transfers in the key control database within two (2) business days of receipt of the form.
- 5) Keys shall only be issued to a person working for state parks as an employee, seasonal staff, or volunteer.
 - a. Issuance to a party not list above shall require written approval from the region manager.
 - b. The person assigned a key is responsible to maintain control of the keys received at all times.
 - c. If a key is lost or stolen, the recipient of the key must report the lost or stolen key immediately to the Facility Security and Key Control staff member, Park Supervisor and Region Manager.
- 6) Lost or Stolen Keys
 - a. Lost Key:
 - i. The Facility Security and Key Control staff member shall immediately notify the Security Key Control Officer of the lost key.
 - ii. The person responsible for the key (recipient) shall pay a key replacement cost of \$25.00 per key.
 - iii. The park is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.
 - b. Stolen Key:
 - i. The Facility Security and Key Control staff member shall immediately notify the Security Key Control Officer of the stolen key.
 - ii. Region manager will notify the Law Enforcement and Training Specialist. A detailed police report must be filed by the region detailing the circumstances of the theft.
 - iii. The park is responsible for the total cost of lock changes and new keys to secure areas compromised by stolen keys.

RULES:

- I. It is a policy of State Parks to secure and maintain security of all facilities assigned, leased and/or managed by State Parks. The components of security are:
 - A. Locking Devices and their Key System.
 - B. Key Control Database establishing a statewide Great Grand Master Key System (GGMK).
 - C. Key Control Staff.
 - D. Staff, Seasonal Staff, Volunteers, and third parties (if approved by the region manager).

- II. It is a policy of State Parks to establish and maintain a compatible set of locks and locking devices.

- III. It is a policy of State Parks to establish and maintain a Key Control Program.
 - A. The key control program shall be an automated key control database.
 - B. The key control database shall be housed and maintained on a secure server.

- IV. It is a policy of State Parks to establish and maintain trained Key Control Staff:
 - A. The two levels of key control staff shall be:
 1. Security and Key Control Officers. These staff shall be the Architecture Project Manager in Planning and Development (P&D) and the Chief of P&D.
 2. Facilities Security and Key Control Staff. These staff shall be as assigned by the region managers of the northern and southern regions and the park supervisor of the Lake Tahoe Nevada State Park (LTNSP). The assigned staff shall be staff members of the respective region and park (as it applies).
 3. Two staff members shall be assigned for each. One shall be designated as the primary at each region and LTNSP and one shall be designated as the backup at each region and LTNSP.

- V. It is a policy of State Parks that the Security and Key Control Officers will oversee security and key control for State Parks.

- VI. It is a policy of State Parks that permanent personnel, seasonal staff, volunteers and third party persons maintain complete control of keys assigned to them at all times.

Original signed by:	
<u>Signed</u>	<u>10-6-14</u>
Eric M. Johnson, Administrator	Date

Original signed by:	
<u>Signed</u>	<u>10-8-14</u>
Leo Drozdoff, Director	Effective Date

Review Date: _____

NEVADA STATE PARKS KEY CONTROL SYSTEM

Region: _____
 Regional Manager: _____
 Region Facilities Key Manager: _____
 Division Key Officer: _____

<u>Description of Key</u>	<u>Change Key Level</u>	<u>Key Title</u>	<u>Quantity</u>	<u>Date Rec'd</u>	<u>Date Returned</u>

 Signature of Assignor: (Restricted authority to transfer keys)
 Regional Manager/Facility Key Manager/Division Key Officer

 Date

 Printed Name of Assignor

 Signature of Key Recipient: (authorized personnel accepting keys)

 Date

 Printed Name of Key Recipient

Allowable Level of Key Transfer

<u>Description of Key</u>	<u>Level of Transfer</u>
Great Grand Master	Division Key Master/Division Staff
Region Master	Regional Manager/Facility Supervisor
Park Master	Park Supervisor/Park Ranger/Maintenance Staff
Change Keys**	Seasonal/Contracted personnel/Administrative and Financial Support Staff/VIP

additional level of key transfer, **with division approval only, can be requested to allow staff access to facilities to which they have assigned duties.

The holder of a key (recipient) assumes responsibility for the safekeeping of the key and its use. It is understood that the key will not be loaned or made available to persons other than the recipient. The transfer, duplication and responsibility of keys will only be granted after approval from the Division office. Unauthorized transfer or duplication of keys will be cause for disciplinary action through the current Administrator of the Division of Nevada State Parks.

Lost Keys: The key recipient that signs this document acknowledges that if they lose keys, the replacement cost for the lost key(s) is \$25.00 per key.

The original signed document shall be transferred to the Division Key Master and kept on file.
 A copy shall be kept on file at the region office.