

2945.4740 LOCKS AND KEYS.

Subpart 1. **General.** All keys to security locks must be properly tagged and stored in a secure cabinet within a secure area, and out of reach of the detainees or the public. At least one complete set of facility keys must be kept on hand for replacement purposes. Keys that serve a critical security purpose must be easily identifiable and never issued to facility staff except upon order of the facility administrator or person in charge, and in accordance with established procedure. No security keys may be made available to detainees regardless of status. All electronic locking systems must have a manual override. A set of keys must be available outside the secure perimeter in case of an emergency.

Subp. 2. **Regular inspection.** Locks to security doors or gates must be inspected weekly by facility staff to ensure efficient operation. Inspections of locks must be documented.

Subp. 3. **Inoperable locks.** No lock to a security door or gate may be permitted to be inoperable or left in an unsuitable condition. No detainee shall be placed in a cell or area that has inoperable locks.

Statutory Authority: *MS s 241.021*

History: *17 SR 711; 39 SR 1203*

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