

KEY POLICY

Introduction

(School District) considers the safety of all students and staff to be a priority and a serious issue. This policy is designed to control access to district buildings, as well as in the building, thereby enhance overall security as well as promote accountability and prevent loss of property.

In conjunction with a key policy, a key replacement cost will be established for all lost keys.

The following is a list of costs for lost keys:

- 1st time \$10.00
- 2nd time \$30.00, within a 12-month period
- 3rd time \$50.00, within an 18-month period

Distribution of Keys

1. Issuing Authority – The Director of Operations and Maintenance or designee with the advice of the building principal and other supervisory and administrative personnel will authorize the issuance of individual keys to school personnel where a need for access to the area in question can be demonstrated.

2. Who is Authorized Specific Keys – Access will be given only to the areas where need can be demonstrated. Justification could include but not be limited to the following: work necessities, assigned office, assigned laboratory, and/or areas of responsibility. The Key Receipt and Agreement form will be completed by each employee issued keys. This shall be kept on file under the supervision of the Director of Operations and Maintenance or designee.

3. Keys May Not be Left Unattended – All keys issued on a “permanent” basis should be retained at all times by person to whom issued. Practices such as leaving keys on desks, loaning to student aides, etc. shall not be allowed.

4. Lost or Stolen Keys – Any person losing a key(s) must notify the Director of Operations and Maintenance or Department Administrator immediately to ensure against any compromise in the system. Notification should be made by telephone, e-mail, or in person.

5. Keys are Not to be Loaned to Unauthorized Personnel – To protect the integrity of assigned areas, no issued key may be loaned or signed out to anyone not previously authorized by the Director of Operations and Maintenance or designee. Authorization will be granted to any person who can demonstrate a need for access.

Keys shall be as follows:

1. Grand Master (external)
2. Grand Master (internal)
3. Building Master (external)
4. Building Master (internal)
5. Department Master
6. Individual Room Keys

Key Requests/Key Inventory/Key Audit

All key requests shall be made to the Operations and Maintenance Department. The Building/Department Administrator must make all requests in writing. All requests should be made two weeks in advance of the date an individual should need keys.

A key inventory shall be maintained for each building in a key logbook. All keys shall be lettered and numbered. All keys (upon approval) shall be issued from this logbook.

A key audit shall be performed at the beginning of the school year and at the end of the school year. All personnel, if requested, shall surrender their keys during the summer months, and may be reissued the same keys at the beginning of the next school year.

Alarm Policy

All personnel requesting a Grand Master Key, Building Entrance Master Key, Building Entrance and Building Master Key will be held accountable for the use of the alarm, and security of the building, during Non-School Days, weekends and other times when Maintenance and Custodial Staff are not on duty.

Terminated Employees

Any person terminating employment with the District will immediately turn in all keys to the Director of Human Resources or designee.

Policy Violation

Any person(s) found to have violated this policy will be subject to disciplinary action.

Key Request Form

Requested by: _____ Reason Needed: _____

Building: _____ Department: _____ Date: _____

Signature: _____ Building/Department Administrator

Office Use Only:

Key Code: _____ Cut By: _____ Date: _____

Signature: _____

Key Receipt and Agreement

Issued To: _____ Building: _____

Department: _____ School Year: _____

Key Code: _____ Key Code: _____

I accept the above key(s) with the following understanding:

1. The key(s) is the property of (School District) and is on loan to me. Use of this/these key(s) is an irrevocable privilege granted to me for the intended purpose for my personal use in the performance of my assigned job duties. By accepting the identified key(s), I hereby agree to the current key policy that has been established by the Board of Education. I further agree to return it to the issuing office upon demand or when my need for said key(s) no longer exists. I understand that any violation of this agreement may result in disciplinary action.

2. In the event that a key is lost, I authorize the payroll department to deduct the fee from my payroll check.

3. It is my full responsibility to return this property to the Director of Human Resources or designee in the event that I leave the (School District) employment.

Signature: _____ Date: _____

Approved by: _____ Building/Department Administrator

Key Return Only

Key Code: _____ Date returned: _____

Key Code: _____ Date returned: _____

Signature: _____ Building/Department Administrator