

400.14L DISTRIBUTION OF KEYS TO DISTRICT EMPLOYEES

Purpose: The intended purpose of this policy is to ensure the safety of all district students, faculty, and staff. This policy governs the issuance, replacement, and surrender of both metal keys for interior doors and selected building exterior doors, plus the issuance, replacement, and surrender of FOB electronic keys for selected interior and exterior doors.

Objective: This policy shall govern all members of the district, whether the member is a student, faculty, or staff.

Terms:

1. All District keys issued are the property of the District and must be returned upon completion of service.
2. The Maintenance Shop is responsible for performing all work pertaining to lock cylinders, rekeying, cleaning, cutting, issuing, maintaining records and ordering supplies.
3. All keys are issued exclusively by the Maintenance Shop.
4. No locks are to be installed unless they are District owned/issued or preapproved by the Maintenance Shop.
5. No student, faculty, or staff is permitted to duplicate District keys. Transferring permanent issue keys is strictly prohibited.
6. Faculty and Staff to whom keys have been issued are responsible for,
 - a. Signing for the key.
 - b. Overall responsibility for security of keys issued.
 - c. Reporting loss or theft of keys to District office or Building and Grounds Supervisor.
 - d. Return of keys when leaving the District.
 - e. Return of keys at the request of the appropriate District official.
7. The Key Policy Advisory Board will be responsible for initial authorization of the issuance of Metal and Electronic keys to employees in accordance with established guidelines.
8. The Key Policy Advisory Board is advisory to the District Office. They oversee and make recommendations on all aspects of the Key Policy and are the final authority on disputes regarding issuance of metal and FOB keys.

DEFINITIONS:

1. Room Key - Key that opens personal office or single door.
2. Group Key - Key that opens a large number of doors within a single building.
3. FOB Key – Key that can be electronically programmed to allow entrance to any door or room with a FOB security device.
4. Master Key - Key that opens all doors in a single building except for isolated rooms or doors for security reasons.
5. Entrance Key - Key that allows admittance to the interior of a building from outside only.

Procedures:

1. User keys and Group keys are issued to Faculty/Staff upon determination of member needs. The Key Policy Advisory Board will determine the appropriate needs based on the user request

and responsibility.

2. FOB keys will be issued to Faculty/Staff members who routinely work before or after normal building hours and who have a need for access to a door with a FOB device. The determination of FOB key issuance and access will be determined by the Key Policy Advisory Board.
3. Master keys will be issued to Faculty/Staff members who routinely require access to over 7 different User or Group Keys. Issuance of these types of keys will be subject to audit on a periodic basis.
4. Entrance Keys will be issued to Faculty/Staff members who require access to Entrance doors that are not used for FOB access. Entrance keys allow access to all exterior doors and selected interior doors that require extra security. The issuance of Entrance keys for the building requires specific, additional justification and will necessitate a higher threshold of responsibility and accountability. The Key Policy Advisory Board will review these requests for approval prior to issuance. Issuance of these types of keys will be subject to audit on a periodic basis.
5. Keys issued to any Faculty/Staff member is the sole responsibility of that Faculty/Staff member. No key should be given or borrowed to any student or community member without prior approval of the Key Advisory Board.
6. Keys can be issued to booster/community members with prior approval of the Key Advisory Board. Any key issued will only be issued for a predetermined amount of time. These keys must be returned to the District when the time frame is up or at the request of the District.
7. When requesting a replacement key (e.g., broken key), the original key must be turned in to the Maintenance Shop. If lost, a report must be filed with the District Office before a new key request is honored.
8. The Key Policy Advisory Board will be the final authority on disputes regarding issuance of all keys.
9. Typically, keys are to be picked up at the Building and Grounds Office.

Key Returns:

1. All keys must be returned to the Building and Grounds Supervisor when a faculty, or staff members leaves District employment.

LOST OR IRRETRIEVABLE KEYS:

1. Lost or stolen keys are to be reported immediately to the District Office. A lost/stolen key report will be completed.
2. When the lost/stolen key report is returned to the Building and Grounds Supervisor, a re-key check list will be initiated and the Key Policy Advisory Board will meet to determine if re-keying is necessary. A \$25 fee will be charged to replace a lost/stolen FOB.

KEY POLICY ADVISORY BOARD:

The Key Policy Advisory Board is advisory to the District Office. They function, in cooperation with the District Superintendent, Building Principal(s), Athletic Director, and Faculty/Staff to meet as necessary to develop, approve, and review key forms; to decide when re-keying is needed, to review the Key Policy; to develop and recommend a fee schedule; and is the final authority on disputes regarding issuance of metal and electronic keys.

Key Policy Advisory Board Responsibilities:

The Key Policy Advisory Board is the body charged with ensuring the safety, fair and equitable treatment of all District members in issues related to the issuance, replacement, and surrender of District owned metal and FOB keys. The Board consists of the eight members listed below.

The Board functions in cooperation with District issues related to keys including, but not limited to, the following:

1. Review key forms
2. Decide when re-keying is necessary
3. Review the Key Policy and recommend revisions as necessary
4. Maintain and review the fee schedule for lost and irretrievable keys

The Board is the final authority on disputes regarding issuance of metal and FOB keys

The Key Policy Advisory Board consists of:

District Superintendent
Building Principal(s)
Athletic Director
Building and Grounds Supervisor
1 High School Faculty member
1 Elementary Faculty member
1 Male Coach
1 Female Coach

10/24/2011