

District Regulations Governing Key Usage

1. All keys that access district facilities or property remain the property of the district and are subject to inspection or recall at all times.
2. All district keys will be recorded, initialed, assigned and issued to employees via the facility key log. Each employee is charged with the responsibility of maintaining the security of key(s) received.
3. Once issued, a key may be used to gain access or entry into a facility solely by the person to whom that key is issued. Under no circumstances may a key be loaned, transferred or used by a second party.
4. At the end of each school year, all district keys will be turned in for inventory control purposes and recorded and initialed in the facility key log. Individuals authorized to use keys during summer months will be reissued keys.
5. Under no circumstances may unauthorized duplicate copies be made of any district keys.
6. “Authorized possession” is the possession of any key that has been issued and recorded in the key log to a specific individual for personal use only. Unauthorized possession or use of unassigned keys is expressly forbidden.
7. All employees issued district key (s) must complete and sign the Receipt for Key Issuance form.
8. Keys that are discovered to be lost or stolen are to be reported immediately to the facility principal or supervisor.
9. Employees leaving the employment of the school district must turn in all district keys to be recorded and initialed in the facility key log prior to retirement or termination. The employee’s final paycheck will not be issued until all district keys are turned in, recorded and initialed in the facility key log.
10. Failure to abide by district policies regarding keys as herein set forth may result in disciplinary action.

SCAPPOOSE SCHOOL DISTRICT J1
P.O. Box V
Scappoose, Oregon 97056

RECEIPT FOR KEY ISSUANCE

Date Issued _____

Key Holder _____

By signing below, this person agrees to guard and protect these keys from harm, loss duplication and misuse by themselves or any other person. Any breach of this agreement may result in suspension or dismissal, so be careful with them. Upon retirement or employment termination, these keys will be returned to the district.

Issue of final paycheck will be conditional as according to district policy #ECAA-AR, Item #9.

List of keys issued:

| Key Number | Building | Room | Department | Quantity |
|------------|----------|-------|------------|----------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Received by: _____
Signature

Name (Please print)

Title

Date