

Key Control, Key Card, Photo Identification and Access

Key/Key Card Control

1. Before keys or key cards will be issued, the appropriate administrators must submit a request to the Facilities Management Department.
2. District employees issued keys or key cards are responsible for those keys or key cards and are subject to all provisions of this regulation.
3. Keys or key cards shall not be duplicated or loaned. An employee who duplicates or loans his/her keys will be subject to disciplinary action and potential loss of key and access privileges. Family members, other staff members and student should not be given keys that are assigned to individual employees. Keys or key ass cards should not be loaned or given to nonstaff members.
4. With the exception of keys issued to permanent or substitute staff members, all additional controlled access keys shall be kept at the facilities management office. Individual buildings will be responsible for implementing a control system for file cabinetry keys, desk keys, power panel keys, display cabinet keys and all other building keys.
5. Lost or stolen keys must be reported to the appropriate administrator as soon as possible or within 25 hours. The individual may be responsible for the cost of replacing the keys and may be liable for the cost of re-keying a facility, if required to ensure security.
6. Replacement keys or key cards will be issued to an employee only after a request is received by the Facilities Management office from the appropriate administrator.
7. The building administrator will be responsible for collecting all staff keys:
 - a. On the last day of work before the beginning of the summer recess period, and other extended periods of school closure, unless staff members have an extended contract and are otherwise authorized access during work recesses (if deemed necessary).
 - b. At the end of the assigned work shift if an employee resigns or is terminated.
8. An employee who fails to turn in his/her keys may be liable for the cost of replacement and/or cost of re-keying facility, if required to ensure security.
9. Badges reported as stolen and listed in a police report as a stolen item will be replaced, without a replacement fee being charged, after a request is received by human resources from the appropriate administrator.
10. Badges reported as lost, misplaced or damaged will be reissued after receipt of a\$10 replacement fee and after a request is received by human resources from the appropriate administrator.

Photo Identification

1. Before a photo badge will be issued, the appropriate building administrator must submit a request form to human resources.
2. Badges are the property of the district for use by district employees. Badges shall not be duplicated or loaned. An employee who duplicates or loans his/her badge will be subject to disciplinary action.
3. Badges are to be worn during working hours and in plain sight to ensure that other building occupants easily see them.
4. Lost or stolen badges must be reported to the facilities management office immediately.
5. Badges reported as stolen and listed in a police report as a stolen item will be replaced, without a replacement fee being charged, after a request is received by human resources from the appropriate administrator.
6. Badges reported as lost, misplaced or damaged will be reissued after receipt of a \$10 replacement fee and after a request is received by human resources from the appropriate administrator.
7. The supervising administrator will be responsible for collecting staff badges if an employee resigns or is terminated.

Access

1. Building administrators will coordinate with the facilities management staff to determine number and location of access points to school campuses.
2. Building administrators will coordinate with the facilities management staff to determine primary access points into facilities.
3. Building administrators will determine which building staff members will be allowed access to various locations within their facility.
4. The district facilities management staff will maintain records of access authorization and coordinate changes with the building administrator.
5. Access to grounds and facilities by community groups will be determined and approved by the building administrator, in coordination with the district facilities management staff and board policy.
6. The district's Facilities Management Department, working with the building administrator, will determine methods of access control.
7. Access control devices will be issued after a request is received from the appropriate building or district administrator.
8. Any employee who opens a district facility that is otherwise closed will have the responsibility of securing the facility upon his/her departure, and while they are occupying the unsecured area.

9. When entering a gated facility after hours or when the facility is closed, gates should be closed and locked behind the responsible party upon entering and leaving.
10. Sharing access codes is prohibited, and any employee who shares security access inappropriately will be subject to disciplinary action.