

Operational Services

Key and Fob Control for District Facilities

The Superintendent or designee is responsible for authorizing the issuance of individual keys/fobs to personnel where need for access to a district building or facility can be demonstrated. Specific keys/fobs will be authorized to those who can demonstrate a need for access. The issuance of master keys must be authorized by the Superintendent or designee.

Key/Fob Issuance

Keys/fobs will be issued to District employees or employees who work for agencies that have intergovernmental agreements with the District. Keys/fobs will be issued based on a demonstrated need for access to school buildings or facilities on a continuous basis. Provisions will be made for short term requirements on a sign out basis by building.

The following requirements will be followed in the issuance of keys/fobs:

- A. Keys/fobs issued in accordance with this control policy shall not be duplicated by the holder.
- B. Key transfers require both a key turn-in and an issuance transaction for the key/lock record.
- C. Upon termination, resignation, end of seasonal assignment or transfer, employee shall turn in all keys/fobs to the building principal or designated supervisor.
- D. Key/fob and lock records shall be considered high security items and shall be safeguarded and secured at all times.
- E. At the end of each school year all staff members excluding administration and custodians are to turn in their keys/fobs to the building principal or designee for the summer unless approval is given otherwise by the Superintendent or designee.
- F. To protect the integrity of assigned areas, no issued key/fob may be loaned or signed out to anyone not previously authorized by the issuing authority.
- G. Each school building or facility will conduct an annual key/fob inventory by July 1 of each year.

Lost or Stolen Keys/Fobs

Any person losing a key or keys or fobs must notify the building principal or immediate supervisor immediately to ensure against compromise of the security system.

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