

Administrative Regulation

BUSINESS

Security of Buildings and Grounds

Non-Instructional Operations

1.0 PURPOSE AND SCOPE

As a method of monitoring the security of buildings and property, establish procedures for inventory and control of the issuance of keys and security code cards for District facilities.

2.0 STRUCTURE AND ELEMENTS

2.1 Table of Contents

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3.0 MANUFACTURE OF KEYS

3.1 Manufacturing of Keys

The manufacturing or duplication of keys for District facilities will be the responsibility of the Maintenance Department.

3.2 Identification of Keys

All keys shall be identified by a code number.

3.3 Master Keys

Master keys to sites will be issued to site administrators and lead custodians. The site administrator may request additional master keys for key personnel. It is the responsibility of the site administrator to keep the issuance of master keys to a minimum. The issuance of master keys must be authorized by the Director of Business Services.

4.0 INVENTORY OF KEYS

4.1 Inventory List

Site administrators shall be responsible for maintaining a master inventory list of all keys issued. The list shall include the key code number, the person's name to whom it was issued, and the date of issuance.

4.2 Collection of Keys

Site administrators shall be responsible for collecting keys from all personnel at the end of each school year. The date the key is returned shall be recorded on the master inventory key list. A signed copy of the master inventory key list will be submitted to the Business Services Department no later than June 30th of each year.

4.3 Summer School Break

No issuance of keys shall be authorized to site personnel during the summer school break without authorization from the Business Services Department.

4.4 Custodial Staff Key Inventory

It shall be the responsibility of the Director of School Facilities to maintain a master inventory key list of keys issued to maintenance and custodial personnel.

4.5 Key Security Cabinet

Each site shall provide for a key security cabinet to house all keys. It shall be located in a secured storage closet or safe. Keys shall be arranged in a sequential numerical order.

5.0 SECURITY CODE CARD

5.1 Issuance of Security Code Cards

It shall be the responsibility of the Director of Business Services or a designee to authorize the issuance of security code cards to all personnel.

5.2 Confidentiality of Code

A person receiving a security code card is responsible for keeping the code confidential.

5.3 Card Issuance to Administrators

District Office, Maintenance and Operations, Transportation, and site administrators shall be issued a security code card.

5.4 Request for Additional Cards

It shall be the responsibility of the administrator to request additional security code cards for key personnel under the administration's supervision. The issuance of security code cards shall be kept to a minimum number of personnel by administrators.

5.5 Inventory List and Collection of Cards

It shall be the responsibility of the administrator to keep a list of persons being issued security code cards and to collect the security code cards from personnel at the end of each school year. The administrator shall return cards to the Director of Business Services or designee.

5.6 Collection of Cards From Employees Terminating Employment

It shall be the responsibility of the administrator to collect security code cards from personnel upon termination of employment with the District. Security code cards shall be returned to the Director of Business Services. The Director of Business Services or a designee shall be responsible for canceling the security code.

5.7 Master Inventory List

It shall be the responsibility of the Director of Business Services or designee to maintain a master inventory list of security code cards issued.

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