

BUSINESS

Issuance and Responsibility for Keys

The distribution and accountability of keys will be maintained in such a way as to minimize financial losses to the District resulting from illegal entry and vandalism. The criteria for justifying the issuance of keys is a need to enter those rooms or that area in which one's normal duties are performed. The term "accountability and loss" as used in this policy shall not be applicable when keys are lost or missing due to theft or burglary know to involve forced entry and forced opening of a key control cabinet, provided that said theft or burglary has been reported within 24 hours to the Superintendent or designee and to the Maintenance and Operations Director. Such report must be verified by an official crime report or other appropriate documentation.

The District's policies on disciplinary action shall be enforced for the unauthorized duplication of, possession of, or the inappropriate use of keys to facilities/sites of the Berryessa Union School District.

Policy Adopted:

January 19, 2010