

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 706.1
PROPERTY**

KEY PROTOCOL

Purposes

The purpose of this procedure is to maintain the safety and security of Carson City School District staff, students, public buildings, and their contents; to establish responsibility for key control; to establish a procedure for obtaining permission to access District facilities, and to communicate this information to staff and the public.

Objectives

To develop and maintain a consistent, standardized master keying system, utilizing a patented master keyway system and software archive system, which provides appropriate levels of safety and security to Carson City School District properties and persons.

To administer a keying system that allows sites and schools to control, document and track access to their own facilities and areas independently from other sites and schools.

To establish updated guidelines based on safety and security requirements.

To be used as a guide to secure additional or new District facilities and reduce the cost of call backs.

Definitions

Key Authority: The site designated employee to authorize all key requests within a site or school.

Skilled Building Maintenance Worker: The only maintenance staff personnel authorized to make keys, access archive system, and assign or perform repairs to the Keying System.

Keying System: A unique and patented key configuration designed for Carson City School District that limits the variety of keys which can be used without compromising security. The system is comprised of several master keyed areas.

Key Request: Service request entered into the District's computerized work-order system to have a key made, lock work or repairs performed on secured entries. Use code 25.

Key Safe: Secure vault or lockbox used to store and manage key inventory at sites.

Room/Area Key: Will operate only one lock.

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- Teachers' room, lounge, workrooms, closet/store room, restroom, etc.
- One per teacher, one spare in safe

Site Master Key: Will operate all locks under one Master Key and issues are limited.

Grand Master Key: Will operate all locks District-wide under one Grand Master Key.

Site Gate Key: Will operate all gates on a specific Site.

Grounds Gate Key: Will operate all exterior gates in the District.

Procedures:

Key Safe or School Vault: Each school will have a Key Safe or School Vault in which all unassigned keys are to be stored.

Issuance of Keys: The Principal or Site Administrator shall designate a site employee as a 'Key Authority' to issue keys and maintain accurate records of each key issued / returned.

The Principal or Site Administrator may delegate the procedures involved in administering this policy, but he or she may not delegate the responsibility.

The site 'Key Authority' shall maintain an up-to-date record of the distribution of all keys. At the beginning of each school work year, keys shall be issued to teachers and other annualized employees. All requests received for keys shall be documented on a Key Receipt form signed by the recipient and approved by the Principal or site administrator. (Form A)

All keys held by persons, other than 12 month employees, shall be turned in as part of the checkout procedures at the end of each school year or work period. These keys shall be kept in a School Vault or Key Safe until reissued. Keys no longer needed on site shall be returned to the lock shop.

An annual audit of the key receipt/record forms shall be made by the Principal or Site Administrator, and an account shall be made of all keys. The audit may be reviewed by Operation Services. Employees who transfer to another department must return their keys to the original site on or before the transfer date. Employees who terminate employment; change programs; fulfill contracts; etc., must surrender their keys before clearance is granted from the District Office for issuance of a final check.

Employees shall only use District keys for access to their assigned work area and must lock and verify the door is secure when leaving their work area.

A classroom teacher is to be issued only the keys needed to accomplish his/her assigned duties. At no time shall a classroom teacher be issued a master key or gate key.

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Teacher assistants shall be defined as District employees and may be allowed to possess the required keys for assigned duties at School District facilities.

Substitutes or Temporary Employees may check-out key to a classroom, but must, without exception, turn in all check-out keys:

- A. At the end of each school day;
- B. At the conclusion of the substitute assignment.

If this property is not returned promptly, the substitute paycheck will be withheld until this property is returned.

Authorized personnel needing keys for holidays or summer break will be issued keys which limit access to the room(s) area(s) necessary for the activities. Prior written approval by the Principal or Site Administrator must be obtained. Access will be restricted outside of contract days. Access hours: 6:00 AM – 9:30 PM on Weekdays; 7:00 AM – 3:00 PM on Saturdays and Sundays, provided however that Principals may choose to close their buildings on Sundays. Schools will be closed to all staff (except Emergency Response Team members) on Snow Days and District approved Calendar Holidays.

The issuance for Grand Master Keys must have the written approval from the Director of Operation Services.

Site Master Keys shall be issued to Site Administrators, Lead / Head Custodians, Custodians, Office Managers, and Administrative Secretaries.

The Principal or Site Administrator shall arrange to have the main exterior doors of the building opened and closed as necessary and coordinate alarms.

NOTE: It is important to keep the number of master and specialized keys to a minimum to maintain site safety and security.

No keys are to be duplicated except through a Maintenance Department work-order. Only authorized personnel of the District Lock Shop are authorized to duplicate keys. Duplication by anyone else will be deemed a willful violation of this protocol. The offending employee will be held financially liable where damage or loss to District property results from such action.

*Padlocks, cabinet locks, or door locks shall not be added or installed on District owned grounds or properties except as authorized by the Director of Operation Services.

All keys shall be retained in the possession of the person to whom they are issued at all times. Keys will not be loaned out or left on desks.

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Keys are never to be given to students, volunteers, or non-district employees for any reason, except by Operation Services check-out procedure. Printed lanyards with school names are discouraged. Never combine a lanyard, keys and school I.D. badge together.

Contractor Keys:

Operation Services will be responsible for issuing keys to outside contracted person(s) needing access to a site or school. All keys must be checked in and out on a daily basis unless special permission has been granted by the Director of Operation Services.

Lost/Stolen Keys:

All lost, stolen, or damaged keys at sites, are to be reported immediately to the Principal or Site Administrator:

- A. Immediate notification will be in person or by phone;
- B. Immediate notification will be followed up by completing a "Lost Key Report" form; and
- C. A copy of this form is to be kept on site and at Operation Services for safety and security purposes.

If the security of a building or the District has been compromised, it will be the responsibility of the Principal or Site Administrator to notify:

- 1) Lead Safety Officer, if unavailable, contact;
- 2) Risk Manager, if unavailable, contact;
- 3) Director of Operation Services.

*** If key(s) or lock(s) must be changed or replaced for security reasons, actual cost of re-keying may be charged to the individual to whom the keys were issued.**

Disciplinary Action:

* Failure to comply with the provision of this policy will invoke the progressive discipline procedures pursuant to the respective negotiated agreements and practices.

Adopted: August 27, 2013
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