

SOUTHERN FULTON SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: LOCK AND KEY

ADOPTED: June 25, 2013

REVISED:

	<p style="text-align: center;">709.1. LOCK AND KEY</p> <p>This policy is to facilitate authorized access to areas under the direction of the district. This is necessary to protect the integrity of the master-keyed locking system, the safety of personnel, the confidentiality of information, and the security of buildings and equipment. It should be recognized that possession of keys that access areas not assigned or under the responsibility of the key holder is a liability and not an asset. Generally, a person should not have a key to another office, classroom, etc., without permission or knowledge of the assigned, authorized key-holder.</p> <p><u>Objectives</u></p> <ol style="list-style-type: none">1. To achieve maximum locking security control with a minimum of locks and keys.2. To establish centralized and effective control of the district keying system, including key production, key issue, and key control records in a user friendly manner.3. To establish a record of key accountability for all keys issued to employers and students through appropriate forms.4. To achieve rapid lock and key changes to restore security following a loss or theft of keys or any other compromise of security.5. To establish the administration of specific key policies. <p>2. Guidelines</p> <p>Issuance of a district-wide Grand Master Key will be limited to the following individuals:</p> <ol style="list-style-type: none">1. Superintendent of Schools.2. Facilities Manager.3. District Technology Coordinator.
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Issuance of building master key will be limited to the following individuals:

1. Principals (Respective Building).
2. Athletic Director (High School).
3. Custodians (Respective Building).

Keys will be requested on a key request form provided by the Facilities Manager. Individuals authorized to approve interior key requests will be limited to the following positions:

1. Superintendent of Schools district-wide authority.
2. Principals authority for respective building.
3. Facilities Manager district-wide authority.

The above individuals are still covered by the general regulations of the key policy.

Exterior Door Keys

Due to the electronic key system exterior door keys may be issued to district employees provided they have a need for such key.

A written request must be submitted to the Superintendent or Facilities Manager. Coaches and assistant coaches may receive exterior door keys if proved necessary by the Superintendent or Facilities Manager. All coaches and assistant coaches must turn in all keys issued to them to the Facilities Manager at the end of their respective season prior to receiving final payment of their salaries.

Individuals will acknowledge by his/her signature upon receipt of keys that s/he is aware of the policies applicable to him/her or his/her areas.

The installation, changing, or removal of cores shall be performed only by district maintenance personnel.

Keys are not to be transferred from one person to another. All key transfers require that the key be returned to the Facilities Manager or his/her designee. Keys will then be re-issued to the new carrier upon proper authorization.

All keys are the property of the district. All obsolete and returned keys shall be returned to the Facilities Manager. (See Sanctions if there is a failure to comply.)

The loaning of keys to others is strictly forbidden.

No person shall knowingly possess an unauthorized key or duplicate any key to facilities owned, leased, and/or under the control of the district.

Lost or stolen keys must be reported immediately to the employee's immediate supervisor. The supervisor will then notify the Facilities Manager and a written explanation of circumstances relating to loss should be made within twenty-four (24) hours and turned into supervisor or Facilities Manager.

Keys should not be left unattended.

For security purposes, only keys and locks (padlocks) issued and authorized by the district are to be utilized.

Key Control

The Facilities Manager Office is responsible for maintaining the security policies that pertain to the issuance and control of keys and lock changes. The following office procedures will apply to all personnel in the Facilities Manager Office:

1. Only the Facilities Manager or his/her designee can cut keys. All keys will be issued by the Facilities Manager or his/her designee.
2. Facilities Manager Office staff are not to cut or duplicate keys for themselves or for other persons without authorization on an approved key request form.
3. No keys are to be removed from the Facilities Manager Office without proper authorization.
4. Broken or inoperative keys can be exchanged in kind without a key request form on a replacement basis when the broken key is returned with the key mark and serial number intact to the Facilities Manager.
5. All Sargent Lock brand keys that are made or assigned shall be properly signed for, numbered, and recorded in the Key Control proper form.
6. Any lock combination changes or additions shall be properly recorded in the Key Control records. Lock change requests should be submitted on the proper form.

7. The inventory of key blanks and the system's codes will be secured and be accessible to only the appropriate personnel in the Facility Manager Office.
8. The confidentiality of the system's codes is essential to the security of the district. Any misuse of the codes such as photocopying information, removing the codes from the office area, or distribution of the code information to unauthorized personnel can be grounds for immediate suspension and charges for dismissal.

Key Control For Contractors/Service Personnel

1. The Facilities Manager will be responsible for removal of all permanent cores from areas to be renovated, and special contractor cores with unique key codes will be installed. New construction will be secured with special contractor cores when securing the area becomes practical. At no time will any renovated or construction areas be secured with any locking device other than those compatible with the district system.
2. Contractors or service personnel who require access to secured areas will contact the Facilities Manager for access to the area where work will be performed.
3. Contractor keys may remain with the contractor until completion of projects or when requested to be returned by the district.
4. All keys remain the property of the district. Any key(s) not returned or lost will be charged to the contractor at the rate of \$75/key.
5. Contractors/Service personnel will be made aware of the district Key Policy by the Facilities Manager or his/her designee and are expected to adhere to the policy in the same manner as the district personnel.

Sanctions

1. Loaning master keys or submaster keys is strictly prohibited and constitutes grounds for disciplinary action.
2. Failing to return a key or losing a key will result in the financial responsibility to the extent of cost involved to rekey lock and any similar locks.

References:

School Code – 24 P.S. Sec. 510