

Adopted: 2001

Revised: 2004, 2007, 2010, 2013

811P ACCESS CONTROL

I. PURPOSE

The purpose of this procedure is to define methods for safeguarding the District's assets by solidifying access control.

II. GENERAL STATEMENT OF POLICY

This procedure concerns personal access, the issuing of keys, electronic access cards, and combinations for the District's facilities. For simplicity sake this document will refer to keys only, but it is understood that the same principles apply to electronic access cards, combinations, or other means of access.

Access represents recognition of trust and responsibility. All requests for access are subject to review for actual need contingent upon job requirements. In decisions regarding the issuing of master keys, consideration should be given to cost of re-keying if keys are lost or stolen.

Keys are issued strictly on the basis of need. Keys are issued to persons only, not to departments. Keys are to be safeguarded and to remain at all times in the possession of the person to whom they were issued.

Keys are not to be loaned to anyone. Keys loaned create serious personal liability for the key holder. Keys are not to be duplicated by the key holder under any circumstances. Loss or theft of keys is to be reported to the building principal immediately.

III. KEY CONTROL

- A. **Obtaining Keys:** The individual requesting the key is to fill out the **top line** of the *Hutchinson Public School's Key Request Form* (Appendix A) (one form for each key or access card requested) and submit to their building principal. The principal will determine whether to approve or deny the request. If approved, the principal will sign the request and forward it to the Director of Buildings and Grounds. Once the new key(s) is (are) made, the form and the new key(s) will be delivered to the principal. Upon issue of the new key(s), the individual requesting the key(s) will sign the form acknowledging receipt of the key(s) and the principal will file the completed request for future proof of issue.
- B. **Key Rosters:** Building principals in conjunction with the Director of Buildings and Grounds will maintain key rosters. These rosters contain the following information: Whom the key is assigned to, what lock(s) that it will open, and when it was issued.

- C. Annual Audit: Building principals are responsible for reconciling key and electronic access card rosters at a minimum of once per year. This will normally be done at the end of the school year. Keys are numerically sequenced and assigned to an individual. The principal will physically check each individual's keys to ensure that they are the keys issued to them.
- D. Lost or Stolen Keys: For the personal safety of all and the protection of District property, report lost or stolen keys to the building principal immediately. In turn the principal will inform the Director of Buildings and Grounds and together they will decide whether locks need to be changed and whether new keys are to be issued and in the event of a lost access card, the lost card will be deactivated immediately. The Superintendent is authorized to require payment of a reasonable cost to the District for each key lost. This cost will be based on the cost to re-pin locks and cut new keys to restore security.
- E. Broken or Malfunctioning Keys: Locks, like any other mechanical device, require maintenance. If a key breaks, bring both parts to the building principal for replacement. Tell the principal what lock was involved so that it can be serviced if needed. Please report malfunctioning or troublesome locks or doors to the Director of Buildings and Grounds using the Work Request process, so they can be inspected for repairs.
- F. Temporary Keys: Keys will be issued on a temporary basis by the building principal on an as needed basis such as for substitute teachers. The Director of Buildings and Grounds will issue temporary keys for contractors and substitute custodians as needed. Those issuing temporary keys will maintain receipts of issue and be responsible for the return of the loaned keys when no longer needed.

Legal References:

Cross References: Policies 511, 502, 506, 903

Appendix A

Hutchinson Public Schools Key Request Form

Requestor's Printed Name	Building	Room # / Area	Date of Request
Principal's Endorsement	Signature of Key Recipient		Date Issued
//////////////////////////////////// For Maintenance Use Only //////////////////////////////////////			
Key Type Number	Key Series Number	Date Cut	Name of Cutter