

I. Procedure Name: **Access Key Control**

II. Basic Procedure:

The purpose of this policy is to insure the protection of the students, employees and property of the district, while meeting as many needs of our customers as possible; and to maintain accurate, effective access control of all locking devices critical in protecting all district facilities.

The district's Locksmith Department has overall control of the access key control system, which currently utilizes the Falcon key system. All keys designated for access control for each school or district facility are the responsibility of that facility's Principal, Director, Manager or his/her administrative level designee. This person shall be known as the Facility Access Key Controller and no keys may be issued without his/her consent. All keys issued to authorized individuals shall be signed for on the appropriate form(s).

Access cards will be treated exactly like keys (i.e., lost, stolen, issued, etc.). Collection of access cards when employees transfer or leave the district are the responsibility of the Principal/department head. Principal or department heads where access cards are used must notify the office of Security, Safety and Emergency Operations whenever an employee leaves the department or terminates in order to have the access card deactivated.

District keys shall not be issued or loaned to any individual not previously authorized by the Facility Access Key Controller, nor should they be left unattended, i.e., hanging in doors, left in/on desks, etc. There shall be no spare falcon keys left at any facility, except for exterior door check-out keys designated by the Facility Access Key Controller. All keys are the property of the Escambia County School District and **WILL ONLY BE DUPLICATED BY THE SCHOOL DISTRICT LOCKSMITH DEPARTMENT** with proper authorization.

Anyone violating this policy is subject to administrative disciplinary action by the district. Disciplinary action may include, but not be limited to, a monetary fine and/or written reprimand.

All Assistant Superintendents, Directors, Managers and other administrative officers are responsible for the full implementation of this policy within their respective areas. All records are subject to audit by the Locksmith Department.

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1. Installation and Issuance

- A. All requests for issuance of keys and re-keying shall be submitted by the Facility Access Key Controller to the District Key Control Manager. The request must be submitted via a Maintenance Work Request form with justification for the key work to be performed and signed by the Facility Access Key Controller.
- B. All requests must be approved by the District Key Control Manager(s). The District Key Control Manager(s) will contact the Facility Access Key Controller if there are any questions or concerns. If there is no response one week after the District Key Control Manager's first attempt to contact the requesting Facility Access Key Controller, the request will be canceled. The Facility Access Key Controller will be provided with a written explanation from the District Key Control Manager(s) for any denial.
- C. For all urgent requests, the Facility Access Key Controller will contact the District Key Control Manager(s) by phone and authorize the order, or the order will be hand delivered to the Locksmith Department. A Locksmith will be notified within 24 hours of a call.
- D. The District Key Control Manager(s) will complete and retain a district-wide key inventory.
- E. The only exception to this section of the policy will be for Facility Management Project Managers securing keys for contractors working in unoccupied areas. In these cases, Project Managers can request and receive keys directly from the district's Locksmith Department, who shall in turn maintain records and obtain signatures for issuance of these keys. Such records shall include the date the keys were issued, when they are to be returned and to whom they were issued. Project Managers will be responsible for insuring keys are returned to the District Key Control Manager(s).
- F. Project Managers requesting keys to occupied areas must contact the Facility Access Key Controller in writing at least two working days prior to the date the keys will be needed. If the Facility Access Key Controller is not known, the Project Manager must contact the district's Locksmith Department. The Access Key Control Director then retains the responsibility to approve the request.

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2. Lost/Stolen Keys

- A. Upon being notified that a key has been lost or stolen, the Facility Access Key Controller must notify the District Key Control Manager(s). A written follow-up statement must be submitted within 24 hours of such occurrence to the District Key Control Manager(s) by the individual who lost the key(s) and the Facility Access Key Controller. This statement must include the last known location of the key(s) when the key(s) was lost or stolen, who the key(s) was issued to, who was last in possession of the key(s) and any other pertinent information related to the occurrence. A copy of this statement shall be kept on file at the facility and the Locksmith Department for three years. If the key(s) is stolen, an investigation will be performed by the Facility Access Key Controller. If the determination is made that the key(s) was lost or stolen due to negligent action on the part of the key holder, disciplinary action will be taken. All findings resulting from such investigation will be forwarded to the District Key Control Manager(s).

The District Key Control Manager(s) shall advise the Assistant Superintendent of Operations, Director of Maintenance and the Safety Division Chief after receiving notification of any key(s) being lost or stolen. The decision to re-key or to duplicate the key(s) is based on consultation between the individuals listed above. The monetary penalties for lost or stolen key(s) due to negligence are as follows:

Master Key	\$100.00
Entry Key	\$100.00
Gate Key	\$100.00
All other facility keys	\$ 50.00 each

- B. If a monetary penalty is assessed, it shall be the responsibility of the Facility Access Key Controller to collect all assessed fines and forward to the District's Revenue Department as per Attachment #5.
- C. In the event a facility key is broken, the remaining portion of the key(s) is to be turned in to the Facility Access Key Controller for replacement.

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Lost/Stolen Keys – continued

- D. If a key is inoperable, the key shall be turned in to the Facility Access Key Controller for replacement.

3. Responsibilities

Listed below are the responsibilities of those individuals tasked with access key control:

ACCESS KEY CONTROL DIRECTOR

The Assistant Superintendent of Operations is designated as the Access Key Control Director and is responsible for the following items:

- In consultation with district's Locksmith Department, approves all new access control systems and modifications to existing systems. The appropriate Assistant Superintendent will determine fund procurement for such an approved project;
- Approves all key fabrication requests;
- Directs designated staff to conduct an access key control system audit as needed;
- Requests Division Chief – Security, Safety and Emergency Operations, to conduct surveys and audits of campus departments and units to determine the level of adherence and implementation of the access key control policy and reports the results of key control record audits of campus departments to the Superintendent and his staff, at regular intervals; and
- Directs designated Locksmith Department employees to oversee the mechanical and automated access control systems.

KEY CONTROL MANAGER

Key Control Manager is an individual in the district's Locksmith Department responsible for managing the keying system. This person(s) is responsible for creating a keying system that insures security to departments occupying buildings or facilities and for coordinating new systems. He/she is responsible for the following:

- Maintains the access key control filing system and records regarding all key systems;
- Fabricates all keys;
- Receives original keys furnished in conjunction with new construction or renovations directly from the manufacturer;

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Responsibilities – continued

KEY CONTROL MANAGER - continued

- Issues all mechanical or electronic access control keys to Facility Access Key Controllers;
- Conducts all maintenance and repair work regarding mechanical or electronic locking systems;
- Maintains up-to-date and accurate key control records;
- Conducts an audit of access key control records as needed.

PRINCIPAL/DIRECTOR

The Principal or Director may choose to serve as the Facility Access Key Controller, (see below), or may appoint an administrative level staff member of his/her school or department to be responsible for these duties. Designation of a Facility Access Key Controller does not alleviate the Principal/Director of the overall responsibility for access key control at his/her facility.

The Principal or department head shall advise the district's Key Control Manager(s), in writing, of the school or departmental administrative staff member assigned the responsibilities of Facility Access Key Controller, and an alternate. The notification should include the administrative staff members' work address and telephone number. The district's Locksmith Department shall be notified if there are any changes to the Facility Access Key Controller.

FACILITY ACCESS KEY CONTROLLER

Facility Access Key Controller shall be a site-based administrator at a given facility or school. The administrator is responsible for coordination and implementation of this policy. The Facility Access Key Controller is responsible for adherence to and implementing the following:

- Maintains accurate records of all access key control activities;
- Orders and issues all department access control keys;
- Recovers access control keys from personnel who retire, are terminated or are transferred to another department;
- Upon being notified that a key has been lost or stolen, notifies the District Key Control Manager(s);
- Reports any failure to recover access control keys to district's Key Control Manager(s);

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Responsibilities – continued

FACILITY ACCESS KEY CONTROLLER – continued

- Stores unassigned departmental access control keys in a secure cabinet/room; and
- Shall develop and maintain a site specific key issuance policy (see Attachment #3 and Attachment #4).

DISTRICT EMPLOYEES

All district personnel are responsible for the following:

- Must sign a Key Distribution Form (Attachment #1) prior to taking receipt of any District key(s);
- Maintain, secure and be responsible for any access control key(s) personally issued to that employee;
- Report loss or theft of access control keys to the Facility Access Key Controller immediately upon discovery of such occurrence; and
- Return all district keys to the Facility Access Key Controller upon retirement, transfer or termination of employment.

4. Definitions

Listed below are definitions pertaining to the language used in this policy:

ACCESS CONTROL - Control of entry to an area by any means (mechanical or electrical).

ACCESS CONTROL KEY - Any key used to gain entry to a controlled system (normally a mechanical key or a card key).

KEY DISTRIBUTION FORM - Form utilized when issuing and collecting all District keys. (Attachment #1)

KEY CODING – Numerical/alpha combinations used to identify the variety of keys utilized within a facility, without jeopardizing security.

KEY CONTROL FILE - Records maintained by the Locksmith Department's Key Control Manager(s), based on requirements put forth by the Superintendent.

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Definitions – continued

LOCKBOX - An access key control system designed for building access to be used by service departments or police/fire personnel.

GREAT GRAND MASTER KEYS (GGMK) - Highest level of access within the district; will access all buildings.

GRAND MASTER KEYS (GMK) - Keys that will access all buildings at a school or facility (except kitchens). (See Attachment #2)

SUB MASTER KEYS (SMK) - Keys that will access a certain area within a school or facility, i.e., administration offices, media center, etc.

CHANGE KEYS (CK) - Keys that access individual lock cylinders, i.e., classrooms, closets, etc.

- III. Contingencies/Variations:
None