



Adopted: 8/20/2018

Revised: _____

902.5R DISTRICT KEY CONTROL

I. PURPOSE

The purpose of this policy is to help protect the life, property and security of Rockford Area Schools and all its occupants.

II. GENERAL STATEMENT OF POLICY

The objective of this policy is to develop and maintain a consistent standardized master keying system, while utilizing a master keyway and software archive system, and provide appropriate levels of safety and security to Rockford Area Schools' properties and persons. It is to help administer a keying system that allows sites and schools to control, document, and track access to each facility and area and to establish updated guidelines based on safety and security requirements.

III. DEFINITIONS

- A. Key Control--Any method or procedure which limits unauthorized acquisition of a key and/or controls distribution of authorized keys.
- B. Key Control Authority--The individual or group having responsibility and jurisdiction for enforcing and administering all key control policies and procedures.
- C. Key Control Officer--The individual or group that establishes and monitors the key control program; including procurement of key blanks, making keys, planning and implementing preventive maintenance and repairs.
- D. Keying System--A unique key configuration designed for Rockford Area Schools that limits the variety of keys which can be used without compromising security.

IV. PROCEDURES

- A. Key Control Office--The Director of Buildings and Grounds shall act as the key control officer for each site.
- B. Key Control Authority--The implementation, execution, and enforcement of the key control policy and the procedures shall be the responsibility of the principal or site administrator. The principal or site administrator may delegate the procedure's involved in administering this policy but is ultimately responsible for the key control at his/her site.



- C. Key Safe or School Vault--Each site will have a key safe or a school vault in which all unassigned keys are to be stored. Key blanks shall only be stored at the Director of Building and Grounds office.
- D. Key Issuance/Responsibilities
 - 1. The key control authority shall maintain an up to date record of distribution of all keys. All staff requesting keys must complete the "Key Request Form" and submit to the building principal/administrator for approval. The key control authority shall maintain up to date electronic records of all keys issued and returned.
 - 2. All district-issued keys shall remain the property of Rockford Area Schools. No keys are to be duplicated except through an approved FMX work order.
 - 3. All keys shall be retained in the possession of the person to whom they are issued. Keys are not to be loaned or left unattended. In order to protect the integrity of Policy 902.5R District Key Control, no issued keys maybe loaned or signed out to anyone not previously authorized by the key control authority.
 - 4. 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 or otherwise leave the district, must surrender all keys to the principal or site administrator upon separation from the site/district.
- E. Temporary Keys
 - 1. Short-call substitutes and temporary employees may be issued keys on a daily basis and return keys at the end of each work day. Long-term substitutes shall be issued keys that must be returned at the end of the substitutions assignment.
 - 2. Extracurricular coaches and advisors may be issued keys at the beginning of the season/session. Keys shall be returned upon completion of the season/session without exception.
 - 3. The Buildings and Grounds Department shall be responsible for issuing keys to contracted persons where secure access is necessary to complete work. All keys must be checked in and out on a daily basis unless special permission is granted by the Director of Buildings and Grounds.
- F. Lost/Stolen/Damaged Keys--Lost/stolen/damaged keys must be reported to the key control authority immediately and a "Lost Key Report" shall be completed for each lost key.

V. SYSTEM COORDINATOR

The Director of Buildings and Grounds is the key control system coordinator and will review and update the system annually or as needed. A copy of this procedure is available in the Director of Buildings and Grounds' office.



Legal References:

Cross References: