

KEY CONTROL

Admin. Reg. OS-26
~~April, 2016~~~~June, 2015~~

- I. **Purpose.** To establish the superintendent's expectations for the control of keys providing access to Beaufort County School District ("BCSD") facilities.
- II. **Policy.** The Superintendent considers it to be the responsibility of the BCSD to promote the security of its personnel and facilities by providing appropriate and controlled access to BCSD properties through the issuance of keys.
- III. **Assignment of Responsibility.** The Superintendent assigns to ~~BCSD department heads~~Chief Finance and Operations Officer (CFOO) or his/her designee and school principals the responsibility for the safety and security of BCSD staff and facilities within their area of responsibility; therefore, ~~department heads~~CFOO or his/her designee and school principals will assume the primary administrative duties for the issuance, tracking and return/collection of keys to and from their staff and within their area. The issuance, tracking and return/collection of keys will be in accordance with AR OS-26-R.

Adopted: November, 2014

Revised: June, 2015; April, 2016

KEY CONTROL

Admin. Reg. OS-26-R
~~April, 2016~~ June, 2015

- I. **Introduction.** It is the responsibility of Beaufort County School District ("BCSD") to promote the security of its staff and facilities by providing appropriate access to BCSD properties. This administrative rule is designed to facilitate issuance of keys on a need basis, to define responsibility for issuance and collection of keys, and to encourage responsible care of keys by key holders.
- II. **Purpose.** To explain the procedures regarding the issuance, return and control of keys utilized to access BCSD facilities.
- III. **Scope.** This regulation applies to all BCSD departments and activities.
- IV. **Policy.**
 - A. Department head ~~Chief Finance and Operations Officer (CFOO) designee~~/principal responsibility. ~~BCSD department heads~~ CFOO designee and school principals are responsible for the administration of key issuances and returns within their area of responsibility. The appropriate department head, principal or officer must request all new keys issued from the maintenance ~~locksmith-department~~ through the work order system [see AR OS-26-E (1) for a copy of the key request form].
 - B. Key tracking log. The ~~department head~~ CFOO designee –or school principal is responsible for ensuring that a log is maintained at all times identifying the specific keys assigned to department staff. The maintenance ~~locksmith-department~~ will request updated versions of these logs on a periodic basis. The key tracking log should be developed as shown in AR OS-26-E(2).
 - C. Loss of keys. When it is apparent that a key has been lost or stolen, the department head/ principal must notify his/her supervisor and the maintenance director. For all exterior master keys or grand master keys, a police report may be required. The departmental key tracking log should be updated to reflect the loss of the key. The maintenance director will discuss the situation with management to determine if rekeying is necessary.
 - D. Security keys. All keys not issued to a specific employee must be appropriately secured. A locked cabinet or safe should be utilized to secure these keys. Keys should be returned to the maintenance director if they are not in use for an extended period of time.
 - E. Audits. The maintenance department will perform periodic audits as deemed necessary to verify the accuracy of logs maintained in each office area. During these audits, the ~~locksmith-maintenance department~~ will also investigate to ensure that spare keys are properly secured. In addition, the internal audit staff may at their discretion perform similar audits regarding key issuance, return and control.
 - F. Grand master keys. Grand master keys provide unlimited access to various BCSD facilities; therefore, grand master keys will be tracked separately by the maintenance department on an individual basis. Grand master keys can only be issued upon the approval of the appropriate officer. Great grand master keys require approval prior to

issuance. These keys must be returned directly to the maintenance department when no longer needed or when the employee is no longer employed by the BCSD. Each employee is responsible for the use, security and return of their grand master and great grand master keys.

G. Maintenance department responsibilities. The maintenance department will be responsible for the following functions:

1. issuance of keys to the appropriate department head;
2. ensuring requests for keys are properly authorized;
3. spot audits as noted in policy;
4. issuance and tracking of grand master keys;
5. maintaining a file of all departmental key tracking logs;
6. tracking total number of keys issued to each department; and
7. maintenance of key records in a secure location.

H. Request for keys. All department heads or principals who need additional keys for their area of responsibility should utilize the district key request form AR OS-26-E(1) (see instructions for preparation of forms).

I. Authorization. The following chart should be utilized to determine what approval signatures are needed with requesting keys from the maintenance department.

Employee title	Type of keys employee may authorize
Department head/p Principal designated	<ul style="list-style-type: none"> - submaster, suite or area - office door key - external door key - <u>building master (internal door master)</u>
Departmental officer CFOO or his/her designee	<ul style="list-style-type: none"> - departmental master - used for more than one department - building master (internal-exterior door master)
Superintendent CFOO or his/her designee	<ul style="list-style-type: none"> - great grand master

J. Transfer/Loan of keys. Employees are responsible for all keys issued to them and should never transfer or loan their keys to other individuals without first obtaining the approval of their departmental head/principal.

K. Return of keys. ~~Department heads/p~~Principals are responsible for ensuring that keys are returned by their employees upon transfer or termination of employment with the BCSD. ~~Department heads/p~~Principals are also responsible for notifying the maintenance department to allow record update. Grand master keys should be returned to the maintenance department by the individual assigned to the key. District-wide great grand masters shall be return to the CFOO or his/her designee.

L. Key duplication. Key holders will not duplicate any keys issued to them. Additional keys must be requested utilizing the BCSD key request form AR OS-26-E(1).

- M. Key control person. ~~Department heads/p~~Principal may designate a key control person to handle administrative and tracking tasks. The key tracking log should identify this employee.

V. Procedures.

- A. BCSD key request form. The BCSD key request form in AR OS-26-E(1) should be used by the appropriate ~~department head~~/principal to request new keys, to return keys that are no longer needed and to report lost keys to the maintenance department (see instructions for preparation of form).
- B. Key tracking log. Personnel will utilize form OS-26-E(2) to set up a key tracking log. Users may also maintain this information using a software package of the user's choice.

VI. Instructions for preparation of key request form OS-26-E(1).

- A. Purpose. This form is used by ~~department heads~~/principals to request new keys, to return keys no longer in use and to provide notification of lost keys to the maintenance department.
- B. Where to obtain forms. Forms are available on the BCSD website. Employees may fill out the forms online and print for signature or users may print a blank copy of the forms and then fill out by hand or typewriter. Employees may also maintain this information using a software package of the employee's choice.
- C. Where to send completed forms. ~~Forward-Submit~~ BCSD key request form OS-26-E(1) to the maintenance work ~~control desk~~order system. Retain a photocopy of the form for departmental records.
- D. Instructions.
1. Information is to be completed by the ~~department head~~/principal. Instructions are provided only for those items requiring additional explanation.
 2. The signature of the ~~department head~~/principal or designated key control person picking up the keys requested should be entered here at the time the keys are picked up at the maintenance department administrative office. The department will be notified when the keys are ready.
 3. The employee picking up the keys should bring an ID card for identification.
- E. Request for keys.
1. Enter the name of the building where keys are to be used.
 2. Enter the room number of the doors where keys are to be used. Specify if key request is for an exterior building door.
 3. Enter the key number stamped on the key. Employee may leave this blank if he/she is requesting a key and the number is unknown.
- F. Authorization signatures. Obtain appropriate approvals as indicated in policy.

VII. Instructions for preparation for key tracking log OS-26-E(2).

A. Where to obtain forms. The following options are available.

1. Employees may fill out the form online and print for signature or they may print a blank copy of the form and then fill out by hand or typewriter.
2. Employees may also maintain this information using a software package of their choice.

B. Where to send completed forms. Forward the BCSD key tracking log to the maintenance department. Retain a photocopy of the form for departmental records.

C. The maintenance department may request updated versions of logs on a periodic basis.

D. Instructions. Items on the form are self-explanatory; therefore, no additional instructions are necessary.

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