



B&G Department Policy

To: All Staff
From: Marc White, Director
Date: Feb 22, 2022
Subject: District Key Control Policy

The purpose of this policy is to implement the District Key Control Policy, per Administrative Regulation 0203-0805.

- 1. Key Control Plan** - All sites and departments must complete a written plan for protecting keys. A copy of this written plan must be available on site and forwarded to the Deputy Superintendent for Business Service by October 1 of each academic year.

The Key Control Plan in place for each site and department must adhere to the following minimum key protection procedures:

- **Key Accountability** - Each person issued a key is responsible for its safety and security. Keys are not to be exchanged or provided to unauthorized persons.
- **Key Issuance** - The employees responsible for issuing and control of the keys will be identified in the site or department Key control Plan.
 - a. Key Issued for the Year** - A Signature Card and Key Request Form (see attached) must be completed by each person issued a key. All site or department managers will maintain a Key Signature Card File. The file will contain the Key Request Form and corresponding Signature Card for each staff member issued a key for more than one week. The site or department manager or their designee responsible for issuing keys will list the key(s) issued on the signature card, note the date issued and will ensure that the receiving employee signs for each key.
 - b. Keys Issued Daily** - The site or department manager or designee in charge of keys must ensure that all keys issued daily are accounted for daily and secured nightly. A log will be kept as keys are checked in and out to ensure that all keys issued in the morning are returned by the end of the work day. Employees issued keys daily will sign the log acknowledging receipt of the key and agreeing to safeguard the key etc. (see template log)



Department of Buildings & Grounds

- c. **Securing Keys** - Keys must be locked in a secure place nightly. Unused keys must be kept in a locked, secured container, safe, lockable file cabinet, lockable key cabinet etc.
 - d. **Key Acquisition** - The site or department manager's signature will be required on a Key Request Form to obtain new or replacement site or department keys. (Key request form)
 - e. **Key Return** - Keys will be returned to the responsible manager or designee (as identified in the Key Control Plan) when employees retire, resign are terminated, transfer, take a leave of absence, etc. or prior to departure for the summer vacation if a 10 month employee. All site keys will be turned in at the end of the school year. Keys will be re-issued and collected for summer school. If keys are not turned in voluntarily to the manager or designee, the employee's check will be withheld to the extent permitted under law until the key is returned. If employee still fails to turn in his/her keys, a request will be made to the Police to retrieve the keys and file a crime report. (Note: Twelve-month employees generally will not be required to turn in keys until employment termination or transfer to a new work location. Year-round teachers will turn in keys while on vacation)
 - f. **Key Inspection** - Site or Department managers will do at least one unannounced key inspection for all keys issued to the personnel for the year to verify key(s) in staff's possession is consistent with key signature card of file.
2. **Payment for lost Keys** - Cost for replacing lost keys/Master key sets will be paid for by individual staff member(s) who lost the key(s). The cost of replacement keys charged to the individual will be no less than \$25.00 per key.
3. **Payment for Additional Keys** - Each site has been issued an original set of keys and is responsible the cost of issuing keys in addition to the original set. This includes the cost of providing keys for the new or additional staff. The cost of additional keys each site request will be no less than \$25.00 per key.
4. **Cost For Re-keying Locks** - The cost of re-keying locks (including re-keying entire school plants or administrative offices in case of master key set losses) shall be charged to school or department's general purpose accounts as appropriate.
5. **Reporting Lost or Stolen Keys** - Missing keys or key sets must be reported immediately, but no later than the next business day after discovery of the loss to the employee's immediate supervisor and to Buildings and Grounds. Keys or master Key sets lost by individuals will be included in all loss reports compiled by the district or the police.



6. **Continuing Key Control Problems** - Where key control problems and key losses persist with individual offenders. Key privileges may be lost and disciplinary action may occur.

7. **Unauthorized possession of District Keys** - Anyone discovered to be in possession of unauthorized District keys will be considered for disciplinary action and prosecution to the fullest extent as provided by law.



Key Signature Authorization Card/ New & Replacement Request

School/Site Location: _____

Name of Employee: _____

Key ID	QTY	Date Issued	Employee Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL KEYS _____ X \$25= _____

Attention: By Signing above I acknowledge that I am responsible for the proper use of these keys and if they are lost and/ or stolen, I will immediately report the incident. **The charge for new and replacement keys is \$25 per key.** Possession of keys not listed above is unauthorized and may result in disciplinary action and criminal prosecution. **You may pay by making out a check to OUSD Buildings and Grounds or by doing a budget transfer below.**

- **Paying by check Make check payable to: OUSD Buildings and Grounds**

(Please complete budget of the following)

(FUND # 010)

010 _____ 5720 _____

_____ 5760 _____

Employee Signature: _____ Date: _____

Site Manager or Designee: _____ Date: _____