

## **731.4 - KEY CONTROL**

**PURPOSE:** To establish and implement an effective key control policy; to provide legitimate access to all company personnel; to establish "key" procedures for termination, resignations, etc., and to establish issuing authority.

### **I. ISSUING AUTHORITY**

- A. The District Administrator with the advice of Building Principals will authorize the issuance of individual keys to personnel where a need for access to the area in questions can be demonstrated.
- B. Specific keys will be authorized to those who can demonstrate a need for access.

### **II. KEYS CONTROL**

- A. All keys issued on a "permanent" basis shall be retained in the possession of the person to whom issued at all times. Practices of leaving key on/in desks shall not occur.

### **III. LOST/STOLEN KEYS**

- A. Any person losing a key(s) must notify the Building Principal immediately to ensure against compromise of the system.
  - 1. Notification shall be made by telephone or in person and followed up by completing a "Key Request, Control and Approval Form."

### **IV. REPLACEMENT COSTS**

- A. Upon receiving notice of a compromised area due to lost or stolen keys, the Superintendent will:
  - 1. Replace all affected cores.
  - 2. Re-issue keys to open above.
  - 3. Compute the total materials cost for affected cores and present a copy to the responsible person for immediate reimbursement.

### **V. KEYS NOT TO BE LOANED TO UNAUTHORIZED PERSONNEL**

- A. To protect the integrity of assigned areas, no issued key may be loaned or signed out to anyone not previously authorized by either the Superintendent or Building Principal.

Adopted: July 31, 1991

Revised: May 17, 2017