Key Control Policies

Purpose

The purpose of the Key Control Policy is to protect the property and privacy of Dothan City Schools, and of individuals assigned to use the DCS facilities, by limiting access to such facilities to assigned individuals and to their supervisors. Recognition has been given to the fact that Facilities has responsibility for the maintenance of all spaces, including all building systems, and as such, may have a need for access to certain spaces occupied by others. Facilities also has the responsibility to effectively manage and control distribution of keys on campus. Dothan City Schools Facilities Department maintains a high security patented keyway for safety and security purposes.

Scope

This policy applies to all DCS employees and contractors working for the district. It applies to all facilities owned, leased, or otherwise occupied by Dothan City Schools.

Issuing Keys

Keys to DCS spaces; e.g. offices, meeting rooms, classrooms, storage spaces, mechanical spaces, high voltage spaces, etc., will be issued to DCS employees with the approval of the appropriate Administrator or Director. Each key issued to DCS employees or contractors shall be documented by the Facilities Locksmith. **No key shall be transferred from one person to another without being returned for appropriate re-issue and signature.**

Each key will be stamped with a unique code and issued by code to a specific individual. The employee/supervisor to whom keys will be issued must pick up and sign for them.

Duplication

All keys referred to in this policy are the property of DCS and are <u>not to be duplicated by anyone</u> other than the DCS Lock Shop. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

Key Retrieval

Upon transfer, termination or resignation of employment status, all keys must be returned immediately to the person in charge of keys/fobs in your location. **Failure to return keys upon termination/separation may result in holding the employee, Admin or Supervisor responsible for the cost to re-key a room, office or building (s) if they do not return their key(s) prior to leaving. Failure to return issued key(s) will result in a minimum of a $50 fee per key.**

Forms and Procedures

All key requests are to be submitted through the Facilities Work Order Website. Requests are to be submitted by either the building Principal or Secretary through the Facilities work request site: https://dcsmaint.freshdesk.com

For lost keys see below:

Enforcement

The policy and its enforcement are the responsibility of Facilities and are implemented through the Lock Shop with consideration from DCS Safety and Security. All DCS Faculty, Staff, and Administrators shall ensure that keys are not issued to individuals which would provide access to areas other than those to which the person issued the key would ROUTINELY need access. The Lock Shop shall have the responsibility to ensure that key requests and all appropriate authorizations have been obtained prior to issuing keys. The Lock Shop shall implement and maintain appropriate procedures to ensure that all keys issued are accounted for, and kept securely when not in use. The Lock Shop will keep up with key request and DCS Facilities will send out invoices to building administration to be paid back to DCS Maintenance Department for all key requests quarterly if keys were issued.

Lost or Stolen Keys

Lost or stolen keys must be reported to the DCS Facilities within 24 hours of the discovery of the loss or theft. A replacement key may be issued at cost to an individual or school, or a core/key change, if the key allows access to a personal office space, or commercial space, and it does not affect any shared spaces.

Employee lost key(s) could result in a core/key change if the lost key is not presented to Facilities within the 24 hour time limit which would require a cost to the campus.

Based on the factors involved, the Lock Shop, with consideration from DCS Facilities Department, will make a decision whether to replace the key(s) or require a core(s) change. All costs incurred, including labor and materials for re-keying, shall be assumed by the individual, campus, or department head of the employee who has lost the key(s).

Report lost key(s)/fobs here: shgodwin@dothan.k12.al.us

Estimates of costs incurred for key requests:

$5 lost key fob replacement

$25 charge for one interior single room key

$50 charge for one master key

$100 for new core (re-keying)

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