

KEY DISTRIBUTION POLICY

PURPOSE:

The Patchogue-Medford School District intends to establish a procedure to distribute keys to employees and non-school personnel for use of District facilities.

POLICY:

The Board of Education recognizes the importance of security of School District facilities and property. Therefore, the Assistant Superintendent for Business or assigned designee, shall maintain key/lock records. The records will be kept current at all times as administrators may be asked to produce such information throughout the year. Noted entries on the Key Log will be made if a new key is needed and the reason for the request. If the key request is to replace one that was previously issued, it must be noted if this is for a missing, lost, or a broken key.

Keys will only be issued to those employees demonstrating a need on a continuing basis. Provisions may be made for short-term requirements on a sign-out basis. All employees in need of keys shall complete a key request form (see Appendix A). Upon issuance of the new key, the employee will be required to sign a Key Receipt Agreement (see Appendix B) which reinforces the protocols regarding key transfers upon employee reassignment or separation of service from the District.

Under the direction of the Superintendent of Schools and/or his/her designee, or Assistant Superintendent for Business or designee, the Director of Facilities or his/her designee may participate in the creation or duplication of District keys. **However, under no circumstances shall other employees participate in the creation or duplication of keys.** Refer to policy subsection 3517.3 regarding key reproduction.

The following information applies to key distribution:

- The Assistant Superintendent for Business or designee, is responsible for the administration, control, and records of the key distribution system.
- Keys to locks will be assigned to individuals for their specific use only.
- Assigned keys must be kept in the possession of the individual that they are assigned to and keys may not be loaned out to anyone.
- Keys that are distributed to school based staff daily or on a short-term basis (i.e., substitute teachers, aides, etc.) are to be returned to the building lockbox in each school **prior to leaving the building for the day**. Said staff will obtain their assigned keys from the lockbox upon arrival the next day. The school administrator or his/her designee will be responsible for locking/unlocking the key lockbox each day.
- Requests for keys must be made to the building principal at each school. Upon the principal's approval, said requests will be forwarded to the Assistant Superintendent for

Key Distribution Policy (Continued)

Business or designee. Upon receipt of the principal's request, the Assistant Superintendent for Business or designee will render a decision on the necessity of such key production. If approved, the request will be forwarded to the Director of Facilities.

- No extra keys will be issued without the approval of the Assistant Superintendent for Business or designee.
- Under termination, separation of service, or transfer, employees shall return all keys to their building principal or direct supervisor as noted.
 - Personnel **separating** from the District (i.e., termination, retirement, etc.) must turn in their keys through the principal who in turn forwards the key to the Assistant Superintendent for Business or designee.
 - Employees **reassigned** within the district must turn in their key to the principal before another key is issued for another location.
- Employees issued a key are responsible for its safekeeping at all times.
- In the event that a key(s) is lost or stolen, staff members must notify the building principal or direct supervisor immediately. The supervising administrator will subsequently report the loss to the Assistant Superintendent for Business or designee.
- If a key is broken, worn, or damaged, another key will be issued at no charge upon receipt of the unusable key.
- An inventory of keys held by staff shall be conducted at the end of each school year by the building administrator. The reports must be submitted to the Business Office annually by the second week of July.

Adopted:

August 26, 2013

Revised:

October 20, 2014

Reviewed:

August 24, 2015

Reviewed:

August 29, 2016

Revised:

August 28, 2017

Revised:

August 26, 2019

Reviewed:

August 24, 2020

Revised:

October 23, 2023

Reviewed:

September 16, 2024



PATCHOGUE-MEDFORD SCHOOLS
BUSINESS OFFICE
241 South Ocean Avenue
Patchogue, NY 11772

KEY REQUEST FORM

ALL KEY REQUESTS MUST BE SUBMITTED TO:

*** BUSINESS OFFICE-ATTENTION FRANK MAZZIE ***

From: _____

Building: _____ Date: _____

Key(s) serial number (if any) _____

What is key(s) for? Interior Exterior

PLEASE SPECIFY LOCK LOCATIONS: _____

To whom is the key(s) being issued? _____

Why is the key(s) needed? _____

BUILDING PRINCIPAL SIGNATURE: _____

REMINDER:

- a] If a staff member loses District keys, the Business Office must be notified **immediately**.
- b] Under no circumstances are exterior door keys to be issued to persons without security codes.
- c] Requests should be kept to an **absolute minimum**.

BELOW FOR BUSINESS USE ONLY

_____ Request approved

_____ Request denied



**Patchogue-Medford Schools
Business Office**

241 South Ocean Avenue
Patchogue, NY 11772

Key Receipt Agreement

Date: _____

Name: _____

Building: _____

Key #: _____

This acknowledges that I have received the above listed key(s).

I understand that the key(s) **MUST** be returned to my supervisor when I transfer to another building, department, or depart from the district.

Signature

Date

Supervisor

Date

Return this form to the Business Office

For Business Office Use Only

Date of Key Issuance: _____

Date of Key Return: _____