

**POLICY TITLE: RISK MANAGEMENT – KEY CONTROL**

**PURPOSE**

1. To provide manageable controls for the distribution and accountability of keys, to insure and maintain the integrity of the lock and key system.
2. Minimize financial losses to the CRTEC resulting from unauthorized entry.
3. To help protect the life, property, and security of CRTEC facilities and all of their occupants.

**DEFINITIONS**

**Key Control Authority:** The individual or group having responsibility and jurisdiction for creating, enforcing and administering all key control policies and procedures.

**Key Control Manager:** The employee responsible for enforcing key control procedures, making keys, and installing and maintaining locks and cylinders.

**POLICY**

It is the policy of Canyon-Owyhee School Service Agency (COSSA) Regional Technology and Education Center (CRTEC) to promote the security of students, personnel, and appropriate access to CRTEC property. This policy describes the control of, the use, and possession of keys to CRTEC facilities, equipment, and vehicles, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) responsibilities regarding lost keys, (F) eligibility for possession, (G) provision for contractor access, and (H) key and building security.

To provide security of Agency facilities and protect students, personnel, property, and equipment it is essential for the Agency to control access to its facilities. All keys remain the property of CRTEC. The keys are issued by the Key Control Manager for the appropriate level of access, for need not desire, and duration of need, not employment. The unauthorized possession, use, or reproduction of a key may constitute theft or misappropriation.

**APPLICATION**

1. The following persons shall be responsible for the issuance, maintenance, and return of all keys under their jurisdiction:

a Campus Safety & Security Coordinator

b CEO

2. In the event of a suspected or known loss, theft, or unauthorized use of keys, the administrator shall notify the Campus Safety & Security Coordinator immediately.

3. The Campus Safety & Security Coordinator shall keep key records and provide updated copies to the Superintendent/CEO.

4. All authorized substitute keys for use by substitute custodians, substitute teachers shall be kept by the substitute coordinator in a secure and safe location.

a. Non-Master Keys are issued by the substitute coordinator at CRTEC to designated temporary personnel or subs. These keys are to be returned at the end of the assignment/days.

b. Facility Master Keys are maintained at the Agency office for substitute custodian use. These are to be turned in to the Maintenance and Operations Director at the end of the shift to be locked in an approved secure location. These key sets are not to leave the facility for any reason.

## **RESPONSIBILITY**

1. No keys are to be duplicated except by the Maintenance Department. Only authorized personnel of the CRTEC are authorized to duplicate keys. Duplication by anyone else is in willful violation of this policy. The employee will be held financially liable where damage or loss to CRTEC property results from such action, and may be denied the privilege of having a key.

2. All keys issued to any employee must be accounted for before clearance is granted upon separation from the CRTEC or final check issued at the end of the year.

3. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks, lock changes and additions within a department shall be procured only through the Maintenance Department. Facilities, used in this policy, shall include door locks, alarm locks, desk locks, Agency vehicles, gates, etc., including lockers.

4. All keys held by persons on less than an eleven (11) month basis shall be turned in as part of the checkout procedures at the end of each school year. Keys no longer needed shall be returned to the Maintenance and Operations Director. An annual audit of the key issuance/record form by the administrator/CEO shall be performed.

5. The schedule of reimbursement for a lost or missing key shall be as indicated under lost or missing keys. A key shall not be replaced without payment.

6. The key system is designed to correspond to room and equipment numbers. No changes are to be made to the assigned room numbers, as this will affect the records and inventories in the Maintenance Department.

7. Loaning of Keys is Expressly Prohibited.

8. Master Keys are not issued to temporary or substitute personnel, except in the case of a substitute custodian.

9. CRTEC shall be reimbursed by the person to whom the key was issued, for the loss of any key issued under this policy.

10. Persons issued keys shall at all times take reasonable precautions to prevent their loss or theft. Damage suffered by CRTEC resulting from the loan or loss of a key through negligence is the direct responsibility of the person to whom the key was issued.

11. No individual shall use personal locking devices, nor may locks be changed or re-keyed without approval from the Maintenance Department.

## **KEY SECURITY**

Keys are not to be issued, loaned or used by students at any time. Keys found with students will be collected and turned over to the Campus Safety & Security Coordinator.

Keys are not to be left in desk drawers, mailboxes, etc., day or night.

The CEO appoints a Key Control Authority with power and authority to:

- Develop procedures related to CRTEC's key management system.
- Appoint the Key Control Manager to execute and enforce key control policies and procedures.
- Facilitate an effective method for issuing and collecting all keys.
- The Key Control Manager is responsible for making and installing and maintaining locks and cylinders.

## **Issuing of Keys**

All keys are properly authorized by signature of Key Control Manager and the key holder before issuing, and are only issued by the Key Control Manager or by direction of the CEO. Keys will be issued only to individuals with a legitimate need for key(s).

## **Returning of Keys**

All keys must be returned to the Key Control Manager by the key holder of record at the end of employment, or school year if not actively employed at least 11 months of the year.

Keys must be returned if:

- The keys are no longer needed.
- Employees are reassigned or no longer work in the building.
- A supervisor requests keys be returned.
- Building(s) have been rekeyed.

All lost keys must be reported immediately to the Key Control Manager and CEO. A Missing Key Form (Form 8505-1) must be filled out and submitted immediately. All found keys must be returned to the Key Control Manager immediately to avoid the re-keying and re-issue of key(s) to an individual staff member or a group of staff members. Duplicates of outstanding (uncleared) keys will not be issued.

Individuals who forget their keys at home must get a temporary key issued to them. Those individuals will go to the Substitute Coordinator and check out and check back in the substitute key for their access needs. Individuals who do this often will be reported to the CEO and can be subject to having their original issued key taken away and need to get the substitute key daily.

### **Yearly Key Report**

At the end of the school year the Key Control Manager will:

- Verify that employees are still in possession of all keys issued to them.
- Receive keys that are no longer working or in use, from non-year round employees (less than 11 months), or from employees who are separating from employment.

### **Keys for Facility Use Rentals**

Buildings will be opened and secured at the end of use by a qualified staff member. Keys and access codes are not loaned or given out to non-staff.

### **Locks**

The Key Control Manager must approve the installation of all locks on CRTEC properties. Private locks may not be used on CRTEC facilities. No CRTEC employee can authorize installation, removal, rekeying, or other altering of locks without permission from the Key Control Manager. Such alterations may result in the costs being charged to the responsible person.

## **KEY ISSUANCE PROCEDURE**

1. Master key issuance is determined by the CEO and Campus Safety & Security Coordinator.
2. Teachers, Substitute Teachers, and Educational Assistants are to have individual room keys.
3. Only one key per classroom shall be issued to the assigned teacher except where due to double use or double sessions, more than one teacher is assigned.
4. The cafeteria and food service storerooms are to be on an individual key, available only to Food Services personnel.
5. Gate keys are assigned by the Maintenance Department and are issued to those who have a regular need of access.
6. All non-employee use of keys will be processed through the Campus Safety & Security Coordinator upon approval of Facility Use Forms.

## **LOST, STOLEN OR DAMAGED KEYS**

1. To replace keys, employees will take a complete Lost or Missing Keys Form (Form 8505-1) and a copy of Receipt of Payment for Lost or Missing Keys to the CEO. The CEO will direct the Campus Safety & Security Coordinator to replace keys. Keys will be available for distribution within seventy-two (72) hours.
2. Charges:
  - a. Master Key \$200 minimum
  - b. Submaster Key \$100 minimum
  - c. Single lock/classroom/office \$75
  - d. Gate Key \$75
  - e. File cabinets, desk, vehicles \$35
  - f. Electronic FOB \$25
3. If the lock(s) must be changed for security reasons, actual costs of re-keying or hardware may be charged to the individual to whom the keys were issued in the case of negligence.
4. Obtain appropriate Administrator signature, in accordance with Key Policy.

5. Submit completed key request form to the Campus Safety & Security Coordinator.
6. Receive and sign for authorized keys at Campus Safety & Security Coordinator Offices.
7. Turn in keys when no longer needed or prior to issuance of final pay warrant. Periodic auditing of issued keys may be requested. Keys to be returned to Campus Safety & Security Coordinator.
8. Duplicates of outstanding (uncleared) keys will not be issued.

**LEGAL REFERENCE:**

I.C. § 33-701	Fiscal Year – Payment and Accounting of Funds
I.C. § 33-1613	Safe Public School Facilities Required

**POLICY HISTORY:**

Adopted: September 16, 2019  
Reissued: July 19, 2021

**LOST, STOLEN OR UNRETURNED KEY(S)**

**DATE:** \_\_\_\_\_

**RESPONSIBLE PERSON**

\_\_\_\_\_

**KEY(S) MISSING**

1.

2.

3.

4.

**DESCRIPTION OF CIRCUMSTANCES:**

**SIGNATURE:** \_\_\_\_\_

RE-ISSUE YES \_\_\_\_\_

NO \_\_\_\_\_

CEO  
SIGNATURE: \_\_\_\_\_

**FURTHER DIRECTION:**