Procedure for Access Control and District Keys

A. **Definitions:**

1. District Keys: Those keys which open district buildings or facilities.

2. Central Key-Control File: Those records maintained by the district facilities key-control manager identifying keys by number and function and listing personnel or sites issued district keys.

3. Site Key-Control File: Those records maintained by the site administrator identifying keys by number and listing personnel-issued site keys.

4. Key-Control Methods: Those methods used by key-control manager to assure access to all work or instructional areas by only such personnel as are authorized by the Superintendent or his or her delegated authority. The names of all persons or sites to whom keys are issued and the numbers of the keys will be recorded.

5. Keying System: Those numerical combinations which can be used to extend or limit the variety of keys a school or department can use.

6. Key-Control Manager: That person who will manage the keying systems and be responsible for issuing, recording, and recovering keys in accordance with these guidelines.

7. Identification (ID) Badges: Badges that allow administration and other agencies to discern which individuals are permitted to on District facilities.

B. **Key-Control Manager Will Be Responsible For:**

1. Creating an ID card and keying system which will seek to ensure security and reasonable convenience to allow employees access to the buildings or facilities to which they are assigned to work.

2. Maintain the central key-control file and up-to-date records of keying systems.

3. Fabricating and issuing ID cards and keys. .

4. Securely storing all unassigned ID cards and keys pending their reissue.

5. Arranging all lock work.

6. Receiving lost-key or badge reports from the sites and determining whether rekeying of an area is required and whether the employee responsible for the lost ID card or key will incur a charge. Determination will be based on a consultation between the key-control manager, the concerned site administrator, and the Superintendent.

7. Furnishing to building administrators once a year, or more frequently if desired, listings of keys issued to the site.

8. A Tenino School District identification badge with the employees name, photo, and department/school will be issued on the first day of employment. The ID badge will be the employee's electronic key to enter the building and other secured areas as needed.

C. **Site Administrators Will Be Responsible For:**

1. Authorizing the issuance of keys to staff as necessary and in accordance with this procedure.

2. Maintaining the site key-control file.

3. Reporting loss of keys to the security manager and the key-control manager.

4. Recovering all district keys from personnel who are suspended from work or terminating or transferring to another school or work location.

5. Ensuring employees at their worksite wear their ID badge.

D. **Employees Whom Keys Have Been Issued Are Responsible For:**

1. Signing a key signature card identifying each key issued and returned.

2. Maintaining security of any ID badge and key issued. Only those keys specifically approved for student use by the site administrator may be loaned temporarily to students.

3. All employees are required to wear an ID badge in plain view while on any Tenino School District facility.

4. Reporting loss or theft of ID cards and keys to the site administrator using a lost key report form. Theft of ID cards and keys, documented by a police report, will not result in a charge to the employee.

5. Checking in all keys with the site administrator at the conclusion of their normally-scheduled work year.

6. Reimbursing the District for the actual cost of a lost key, ID card and if necessary new lock cores. Employees will not be charged if the ID badge is reissued because of a legal name change or change of position or worksite.

E. **Special Security Keying and Changes of Keying:**

1. Special security locks and keys for areas of special consideration may be permitted with the approval of the key-control manager and with concurrence of the site administrator.

2. No personally owned locks or keys may be used for space control, nor may locks be changed without prior approval of the site administrator and the key-control manager. Unauthorized locks will be reported to the key-control manager, who will remove them in coordination with the site administrator.

3. Areas approved for special locks or keys will not receive maintenance and custodial services, except by special arrangement.

4. All requests for rekeying and lock changes must be submitted via the maintenance work order system.

F. Eligibility:

After approval by the appropriate administrator indicated below, requests for a key will be reviewed by the superintendent and/or designee. Exceptions to the eligibility regulations outlined below may be made only by the superintendent.

Key Level	Eligibility to Carry
Grand Master: the highest level key in the district. Will operate all groups of locks under different building masters.	Superintendent, Maintenance Supervisor, District Maintenance Workers, IT Staff
Building Master: will operate all subgroups of locks contained within one school location.	Site Administrators, Site Administrator's Secretary, Local classified custodial staff as needed
Building Sub-master: will operate in a designated section of a building.	Individuals authorized by the site administrator
Change Key: will operate one lock, or two or more locks keyed alike.	Staff, upon approval of site administrator
Building-Entrance Key	Employees will be issued a programmed key that reflects the hours the employee may have access to their work site. Employees who require access beyond their programmed key other than may be temporarily issued a building-entrance key upon approval of the site administrator.
Key for students use	Approval must be obtained from the site manager and must conform to policy and procedure 6803
Key for Public Use	Approval must be obtained from the site manager and must conform to policy and procedure 6803

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