

TYLER COUNTY POLICY: FG

KEY CONTROL POLICY

MISSION STATEMENT

The Key Control Policy controls the distribution of keys and delineates the responsibility of each key holder. Controlling the distribution of keys and making every key holder a responsible party is vital in creating a safe working and learning environment.

POLICY OVERVIEW

The policy is designed to help protect life and property by establishing a protocol of accountability by restricting issuance and duplication of keys. Issuance of keys, especially master keys, will be limited and on a needs-based approach, not convenience.

APPLICATION OF KEY POLICY

The following are responsible for the contents of this policy: The Board of Education, Superintendent of Schools, and Director of Safety.

In the event of a theft or loss of keys, the principal/supervisor shall immediately notify the Director of Safety.

Keys and key cards will be issued to substitute personnel employed by the Tyler County Board of Education. Access times will be limited to the school operating hours. *Exception: Key access times may be extended to the substitute if the regular employee will be absent for an extended period of time. Key times will be returned to substitute status access times at the end of the extended employment.*

Employees and non-employees issued keys shall at all times take reasonable precautions to prevent their loss or theft. The person assigned the keys shall be responsible for replacement cost of any lost or stolen keys.

KEY AUTHORIZATION PROCEDURE

Issuance of Key(s):

1. All keys remain the property of the Tyler County Board of Education.
2. All requests for keys must be made using the Key Request Form and handed to the principal/supervisor of the facility.
3. Justification for the key must be based on *need* and not convenience.
4. The key request shall be authorized on the Key Request Form by the principal/supervisor and forwarded to the Director of Safety.
5. The Director of Safety is responsible for purchasing and issuing all keys and key cards.
6. Unauthorized key duplication or the loaning of keys to unauthorized persons is a willful violation of this policy and may result in disciplinary action.
7. Each employee possessing Tyler County School keys is responsible for the safekeeping of the assigned keys.
8. An employee transferring to another facility shall return their key(s) to the principal/ supervisor. New keys will not be assigned until the old keys are returned.
9. An employee who fails to return keys upon transfer will be payroll deducted at replacement cost per key and possible rekeying of the effected area.

RETURN OF KEYS

Employees who terminate employment with the school system, regardless of the reason, must return keys to the principal/supervisor before receiving their final paycheck. The principal/ supervisor will have the responsibility of notifying the Director of Safety who will then notify the Payroll Department supervisor when an employee has violated this section of the policy. An employee failing to return all keys to the principal/supervisor shall incur a fine at replacement cost per key and possible rekeying of the effected area to be deducted from their final check.

NON-EMPLOYEE ASSIGNED KEYS

Assigning keys to a non-employee for facility use shall be based on the following protocol:

1. The principal/supervisor of a facility has the authority to grant the use of key(s) to the facility.
2. Tyler County Schools reserves the right to deny keys to a community organization and/or non-employee and recall/retire issued keys.

EMERGENCY SERVICES

Local emergency service personnel may be assigned a key(s) to the facility. Each emergency service department permitted access must complete a *Tyler County Schools Key Control and Request Form*.

LOSS/THEFT OF KEYS

1. Loss or theft of keys shall be reported to the facility principal/supervisor within 24 hours. The principal/supervisor shall report the loss to the Director of Safety.
2. The employee or non-employee shall be responsible for the replacement cost of any lost or stolen keys. Replacement cost shall equal the time and material to replace the lost or stolen keys.

DATE 6/18/12, 11/30/09

TYLER COUNTY SCHOOLS KEY REQUEST FORM

(Use one form for one key)

Name _____

Employee ID# _____ Phone _____

Key Access Times: Always Staff 7:15a.m.-4:30p.m. (Mon.-Fri.) Substitutes 6:00a.m.-6:30p.m. (Mon.-Fri.) Bus Drivers

Key Location(s): Preschool A.I.B. SES TCMS/HS

Key Issue Agreement: In return for the use of this key I agree: 1) not to give or loan the key to others; 2) not to copy, alter, duplicate or reproduce the key; 3) to use the key for authorized purposes only; 4) to safeguard and store the key securely; 5) to report any lost or stolen key immediately; 6) to produce or surrender the key upon authorized request. I also agree that if the key is lost, stolen, or not surrendered upon request that I may be charged the cost of the key card and/or the cost of changing any and all locks affected.

Signature _____ Date _____

OFFICIAL USE ONLY

Date Issued _____

By _____

Key Encoded ID# _____

Entered By _____

Issued Type:

- Standard
- Temporary
- Re-issue

Due Date _____

Reason _____

Authorizer's Signature _____ Date _____

Print Name _____

Title _____

Phone _____

KEY RETURN

Return Date By _____

Return Reason _____

Key Not Returned:

- Lost
- Stolen
- Broken
- Other

Explain Circumstances _____

Signature Receipt _____

By _____

