

KEY CONTROL PROCEDURES FOR DISTRICT FACILITIES

I. RESPONSIBLE AUTHORITY/PROCEDURE

- A. Key control shall be the responsibility of the Building & Grounds Supervisor and Building Principals.
- B. 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 established procedures.

II. ISSUING AUTHORITY

- A. Building Principals, in conjunction with the Building & Grounds Supervisor, will authorize the issuance of individual keys to personnel where need for access to the area in question can be demonstrated.
- B. Specific keys will be authorized to those who can demonstrate a need on a continuing basis for access.
- C. Issuance of "master" keys must be authorized by Building & Grounds Supervisor and Building Principal.

III. KEY ISSUANCE/RESPONSIBILITIES

- A. Keys will be issued only to those individuals demonstrating a need on a continuous basis.
 - B. Provisions will be made for short-term requirements on a sign-out basis.
 - C. Keys issued in accordance with this Key Control Policy shall not be duplicated by the holder.
 - D. Key transfers require both a key turn-in and an issue transaction for the key/lock recorder.
 - E. Upon termination or transfer, employees shall immediately turn in all keys to their supervisor.
 - F. Key and lock records shall be considered high security items and shall be safeguarded and secured at all times, except when in actual authorized use.
 - G. At the end of each school year all staff members are to have their keys inventoried by the building principal or designee.
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IV. KEYS MAY NOT BE LEFT UNATTENDED

All keys shall be retained in the possession of the person to whom issued at all times. Keys will not be loaned out, left on or in desks. **Keys are never to be given to students for any reason.**

V. LOST/STOLEN KEYS

Any person losing a key(s) must notify the Building Principal immediately to ensure against compromise of the security system.

- A. Immediate notification will be in person or by phone.
- B. Immediate notification will be followed up by completing a "Lost Key Report" form (attached).

VI. REPLACEMENT PROCEDURES/COSTS

Upon receiving notice of and determining an area is compromised due to lost/stolen keys, the Building & Grounds Supervisor will:

- A. Replace all affected lock cores or de-activate electronic keys, as appropriate.
- B. Re-issue keys to all persons using affected area, as necessary.
- C. Compute the total labor and materials cost, and present a copy to the Administration for forwarding to the responsible person for immediate reimbursement.

To protect the integrity of assigned areas, **no issued key may be loaned or signed out to anyone** not previously authorized by the issuing authority.

VII. DISCIPLINARY ACTIONS

Grounds for failure to comply with the provisions of this policy are:

- A. Verbal Warning.
- B. Key privilege suspension with sign-out in building office for a limited time.
- C. Key privilege suspension with sign-out in district office for a limited time.
- D. No key privilege.

The above disciplinary actions are not listed in order of sequence. The level of action to be taken will be based upon the severity of the incident, and will be determined by the Building Principal and Superintendent.

VIII. CHECK-OUT: (SUBSTITUTES)

Keys are the property of the School District of Brodhead and are not to be loaned to anyone. If the keys are lost or stolen, it shall be reported immediately to the Building Principal. You must without exception turn in any checkout keys:

1. At the end of each school day.
2. At the conclusion of your substitute duties, for long-term substitutes.

If this property is not returned promptly, your substitute paycheck will be withheld until property is returned.

IX. CHECK-OUT: VENDOR-COMMUNITY-STAFF-ETC.

Keys are the property of School District of Brodhead and are not to be loaned to anyone. Keys are not to be duplicated in any form. (If keys are found to have been duplicated, disciplinary action will be taken.)

If the keys are lost or stolen, it shall be reported immediately to the Building Principal. You must without exception turn in any checkout keys:

1. Before you leave the school property, for a one-time use when appropriate school personnel are present to which the key may be returned.
2. For an evening event, by 8:00 A.M. the following morning.
3. For a weekend event, by 8:00 A.M. the following Monday.
4. For coaches or advisors, at the completion of that extra-curricular activity/season.

If keys are not returned upon request, or are lost or stolen, associated re-keying reprogramming costs are the responsibility of the undersigned as determined by the Building and Grounds Supervisor.

LEGAL REF: WI. ST. 120.12 (1)

Adopted: October 13, 1999

Last Revision: January 11, 2017

Last Review: January 11, 2017

KEY RECEIPT AGREEMENT

I, the undersigned, hereby acknowledge receipt of the keys as described below, and have received and read the District’s policy on the control of keys, I understand that keys issued are the property of the School District of Brodhead, and are not under any circumstances to be duplicated or loaned to another individual. I agree that it is my responsibility to promptly report any loss or theft of said keys to the person from whom I received the keys, or return said keys when my need for them no longer exists. I further understand that loss of keys will result in assessment to be equal to the cost of ensuring the compromised area is made secure.

Keys Issued: _____

Signature

Date

Verifying Administrator

Date