

POLICY:

- (1) **ISSUING AUTHORITY:** The district's School Safety & Security Department will oversee district-wide work location keying systems. The management of all keys used in a work location shall be the responsibility of the work location supervisor adhering to district approved keying authorization levels. The Director of School Safety & Security or designee at the request of the school principal or authorized program administrator will issue individual keys to personnel where a need for access to an area can be demonstrated. Requests for permanent issuance of keys shall be made only in those instances where an employee requires a key in order to carry out normal activities necessitated by the position he/she holds. The issuance of keys to new school or renovation projects will only be made at the time of substantial completion with sign off by the Construction Services Department and Department of School Safety & Security. By definition of this policy electronic access control cards (proximity cards) are considered keys.
- (2) **WHO IS AUTHORIZED TO SPECIFIC KEYS:** Access will be given only to the areas where need is clearly justified. Justification could include but not be limited to the following: work necessities, assigned office, assigned classroom/laboratory, and/or other areas of responsibility.
- (3) **LOST OR STOLEN KEYS:** The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Any person losing a key(s) must immediately notify their cost center administrator. Notification must be by telephone or in person. Duplicate or replacement keys shall be obtained only through the Department of School Safety & Security. The unauthorized duplication of keys otherwise is prohibited.
 - a. **Replacement Key Costs:**
 - Lost keys are subject to a replacement charge of \$10.00 per key
- (4) **KEYS MAY NOT BE LEFT UNATTENDED OR LOANED:** All keys issued on a permanent basis should be retained at all times by the person to whom issued. Practices such as leaving keys on desks, loaning to others, etc. shall not be permitted.
- (5) **ALARM POLICY:** All personnel requesting building entrance and/or master keys will be held accountable for the use of the security alarm system, and security of the building, during non-school hours, weekends and other times when maintenance and custodial personnel are not on duty.
- (6) **TERMINATED EMPLOYEES:** Any person terminating employment with the district will immediately turn in all keys to their cost center head or the appropriate Director.
- (7) **POLICY VIOLATION:** Any person(s) found to have violated this policy will be subject to disciplinary action.

STATUTORY AUTHORITY:

\$1001.41 and \$1001.42, Florida Statutes

ADOPTED: