

## Buildings and Grounds Security

### 1. Security of buildings and grounds

#### a. Purpose

To provide a system and procedures that will facilitate the assignment and control of keys/cards that access LCSD facilities and will ensure the required level of security for all LCSD facilities.

#### b. Scope

The lock control system will include the following areas in all LCSD facilities:

- (1) All exterior doors;
- (2) All interior doors;
- (3) All cabinets and storage areas, except those assigned to students or staff members, for the storage of personal property;
- (4) All athletic fields and play areas;
- (5) Students lockers.

#### c. Responsibility

##### (1) Director of facilities and maintenance:

- (a) Issue keys/cards;
- (b) Maintain key/card control records/master inventory;
- (c) Monitor key/card control system;
- (d) Direct the installation/maintenance of lock systems;
- (e) Duplicate and/or order keys/cards as required;
- (f) Design and maintain lock control plan and related equipment.

##### (2) Principal or director in charge

- (a) Regulate use of keys/cards assigned to their location;
- (b) Ensure compliance with the system;
- (c) Determine key/card requirements within their location;
- (d) Assign and manage keys/cards for their area of responsibility;
- (e) Will be responsible for all keys/cards assigned to them and, due to negligence on the part of the employee, will be charged in accordance with the fee schedule for any lost or unaccountable key/card(s).

(3) Superintendent

- (a) Approve lock control plan submitted by the director of facilities and maintenance.

2. Lock Improvement

Hardware installation throughout the district is the following:

- a. All exterior entry doors with the exception of the exterior doors which are card locked will be keyed alike. Some individual key locks may not be operable by building master key per director of facilities and maintenance, but will be secured with an appropriate/approved security lock system. For special areas such as gymnasiums, multi-purpose rooms, etc., all may be keyed individually and all locks master keyed, area master keyed and grand master keyed;
- b. All individual classrooms and interior doors will be secured with appropriate/approved passage locks keyed individually, and for school master keys, areas master keys and grand master keys;
- c. All gates, sheds and storage rooms secured with padlocks will be secured with appropriate/approved padlocks keyed individually and/or with the corresponding master keys and all locks for area master keys and grand master keys;
- d. All student hallway lockers will have built-in combination locks and keyed to school locker master keys;
- e. All student athletic locker locks will have combination padlocks and keyed to school master keys.

3. Lock Installation/Maintenance

- a. All locks, with the exception of student athletic lockers, are the responsibility of the facilities department and will be installed and maintained by that department. Unauthorized locks will be removed and replaced;
- b. The purchasing and replacement of student athletic padlocks are the responsibility of the individual schools.

4. Duplication of Keys/Cards

Duplication of keys/cards will be done by the facilities department, as authorized by the superintendent, the director of facilities, or their designee.

5. Special Problems/Concerns

Any questions or special problems concerning locks or keys/cards should be directed to the appropriate principal or director who will then contact the director of facilities.

6. LCSD Employee Key/Card Procedure

a. Key/Card Requirements

The director of facilities will determine key requirements. Additional key(s) must be asked for on an "Access Key/Card Request" form. Key requests will be sent to the director of facilities for approval and issue.

b. Key/Card Approvals

Key/Card authorization authority:

- (1) Cabinets, desks and other storage areas: Authorized principal or director;
- (2) All inside doors, gates and storage sheds: Authorized principal or director;
- (3) All outside building doors other than the staff passage doors: Director of facilities;
- (4) Facility master keys: Authorized principal or director;
- (5) Area grand master key: Superintendent and/or director of facilities;
- (6) Great grand master key: Superintendent and/or the director of facilities.

c. Key/Card Issue Procedure

The authorized building administrator in charge of keys/cards is responsible to see that the key/card check-out/check-in procedures are complied with by the standards set forth by the Director of Facilities. Employees will sign an “Access Key/Card Issuance” form prior to any key or card issuance.

d. Key/Card Assignments

Keys/Cards will be assigned to 12-month employees and building administrators for as long as required. Keys/Cards will be assigned to school year employees for the school year and must be turned in at the end of the school year. Keys/Cards may be reissued to school year employees for use over the summer months if approved by the appropriate building administrator. It will be the building administrator’s responsibility to notify the director of facilities in writing, listing those individuals, with key/card numbers, who have been issued keys/cards over the summer months. The authorized building administrator will reissue keys/cards to school year employees at the start of each school year.

e. Procurement of Additional Keys/Cards

The authorized principal or director will complete the “Access Key/Card Request” form and submit it to the director of facilities when additional keys/cards are needed for their respective key/card inventories.

f. Key/Card Return Procedure

- (1) 12-month employees must return keys/cards when the keys/cards are no longer required, as directed by the supervisor, or upon termination;
- (2) School year/less than school year employees must return keys/cards when the keys/cards are no longer required at the end of the school year, as directed by the supervisor, or upon termination from the district.

All employees, as well as the authorized principal or director will acknowledge the receipt or return of keys/cards by signing in the appropriate place on the “Access Key/Card Issuance” form.

7. LCSD – Nonemployee Key/Card Procedures

a. Key/Card Assignment

Keys/Cards will be assigned to approved nondistrict employees for a specific amount of time, with a clear and definite written understanding of times and dates that use will be permitted.

b. Key/Card Issue Procedure

Key/Card Agreement: Requester must complete and sign key agreement form, acknowledging his/her responsibility toward liability and compensation in the event the key(s)/card is lost or stolen, as per appropriate rules and regulations.

c. Key/Card Approvals

Distribution of keys/cards at a building level will be at the discretion of the building administrator. (Refer to building use and fee schedule.) Contractors working for LCSD will receive keys/cards from the director of facilities. Building administrators will be advised that a key/card to their building has been issued for use with date and times.

d. Key/Card Return Procedures

Nondistrict employees must check keys/cards into the department from which the keys/cards were obtained and sign off on the request form.

8. Lost or Stolen Keys/Cards

- a. Any individual having lost or had their keys/cards stolen must report the loss to the issuing administrator for that particular facility using the appropriate “Access Key/Card Loss Report” form within 24 hours.
- b. The loss or theft of any key/cards must immediately be reported by e-mail memorandum to the director of facilities or his/her designee by the issuing principal or director. The signed “Access Key/Card Loss Report Form” shall be forwarded to the director of facilities within 72 hours of notification of loss.
- c. A lost or stolen key/card(s), due to negligence on the part of the employee, will result in that person paying for the re-keying or re-pinning of all locks which that key/card may open. Cost for re-keying will vary, but will include all materials and labor associated with the re-keying. The director of facilities or his/her designee will determine the exact cost.

Requested by \_\_\_\_\_

Building \_\_\_\_\_

Date of request \_\_\_\_\_

Administrator approval \_\_\_\_\_

# Requested	Key/Card Identification #	To be issued to/for

**Access Key/Card Issuance Form**

Name \_\_\_\_\_

Building \_\_\_\_\_

**INIT**

**INIT**

ISSUE DATE \_\_\_ / \_\_\_ CARD #: \_\_\_\_\_ ACCESS TO: \_\_\_\_\_ RETURN DATE/\_\_\_\_\_

ISSUE DATE \_\_\_ / \_\_\_ CARD #: \_\_\_\_\_ ACCESS TO: \_\_\_\_\_ RETURN DATE/\_\_\_\_\_

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ISSUE DATE \_\_\_ / \_\_\_ CARD #: \_\_\_\_\_ ACCESS TO: \_\_\_\_\_ RETURN DATE/\_\_\_\_\_

I have read, understand and will abide by the conditions written on the back of this form.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilities Signature

Keys/Cards shall be issued to staff members by the building administrator. In order to protect property, students and staff; and to ensure the building is adequately secured when no authorized personnel are present, all staff shall adhere to the following key/card control procedures:

1. The duplication of keys/cards is strictly prohibited.
2. Keys/Cards shall not be left unattended. Avoid leaving keys on desks, tables, in mailboxes, unattended coat pockets, etc.
3. Keys/Cards shall not be loaned to students or to individuals not employed by the district. Under no circumstances shall staff provide keys to students to “run errands”, “lock/unlock” doors, etc.
4. Lost or stolen keys/cards shall be reported to the Building Administrator, using the appropriate “Access Key/Card Loss Reporting Form”, within 24 hours of discovery of the loss or theft so that measures may be taken to protect district property. Three days shall be allowed for the finding or recovery of keys/cards before any charges are assessed.
5. Upon completion of the “Access Key/Card Loss Reporting Form”, presentation of a broken or damaged key/card(s) and submission of assessed fees, replacement keys shall be issued within 72 hours.
6. Due to negligence on the part of the employee, lost or stolen key/card(s) shall result in the person responsible for the keys paying for the re-keying or re-pinning of all locks which that key may open. Cost for re-keying will vary, but will include all materials and labor associated with the re-keying. The director of facilities or his/her designee will determine the exact cost.
7. All keys/cards shall be checked in at the end of the school year. Staff with summer duties necessitating building access may make arrangements with the building administrator to have their keys/cards reissued as appropriate.
8. Only district authorized locksets and padlocks shall be used to secure facilities and district property. The use of personal locksets and padlocks is prohibited.

## Access Key/Card Loss Report Form

As per the original "Access Key/Card Issuance Form" conditions and Board policy ECA-AR, the reporting of any lost or stolen key(s) must be made to the building administrator or appropriate administrator within 24 hours. The individual to whom the key(s) were assigned is responsible for cost of replacement of the key(s) and will be subject to other penalties established by Board policy. Lost or stolen key/card(s) will result in that individual paying for the re-keying or re-pinning of all locks which missing keys/cards may open.

Please complete the form below and return it immediately to the appropriate administrator.

Name \_\_\_\_\_

Building \_\_\_\_\_

Date of loss \_\_\_\_\_ Time of loss \_\_\_\_\_

Location of loss \_\_\_\_\_

Circumstances \_\_\_\_\_

List all missing keys/cards:

Key/Card #	Access to:

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date of loss report

\_\_\_\_\_  
Administrator signature

\_\_\_\_\_  
Date report received