

SUPPORT SERVICES

Series 700

Policy Title... FACILITY ACCESS CONTROL POLICY

Code No. 732.1

In order to insure the security of district facilities and provide legitimate access to facilities it shall be the responsibility of the Director of Buildings and Grounds (subject to approval by the Business Manager) to formulate such rules and administrative procedures as necessary in regard to the control of access devices, and issuance of same. Initial rules shall be formulated and promulgated before school starts and reviewed annually thereafter.

Adopted:
August 11, 1997
Reviewed:
October 20, 2008
Reviewed:
October 10, 2016

Legal Reference:
Code of Wisconsin 120.10

ADMINISTRATIVE PROCEDURES TITLE: FACILITIES ACCESS CONTROL PROCEDURES
Code No. R-732.1

PURPOSE: To establish and implement improved security for students and staff, effective key control procedures, to provide legitimate access to personnel, to establish "key" procedures for resignation, termination, end of school year, etc. and to establish issuing authority.

I. RESPONSIBLE AUTHORITY/PROCEDURE

- A. Key control shall be the responsibility of the Director of Buildings and Grounds.
- 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. As determined by the Director of Buildings and Grounds.

II. ISSUING AUTHORITY

- A. The Director of Buildings and Grounds will authorize the issuance of individual keys to personnel for access to the areas that are needed to meet staff responsibilities.
- B. Specific keys will be authorized to those who can demonstrate a need for access.
- C. Issuance of "master keys" must be authorized by the Director of Buildings and Grounds.

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 key holder.
- D. Key transfers require both a key turn-in to District Office for the key/lock record.
- E. All keys will be inventoried annually. Non-compliance may result in revoking key privileges.
- F. Upon termination, transfer, end of the school year or need, employees shall turn in all keys to District Office who shall record and inventory for lock-up in key cabinet.
- G. 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.
- H. To protect the integrity of assigned areas, no issued key may be loaned, passed or signed out to anyone not previously authorized by the issuing authority.
- I. No student shall at anytime be given keys unless that student has been previously authorized by the building principal and the Director of Buildings and Grounds.

IV. KEYS MAY NOT BE LEFT UNATTENDED

- A. All keys shall be retained in the possession of the person to whom issued at all times.
- B. Keys shall not be left on or in desks or file cabinets.

V. LOST OR STOLEN KEYS

- A. Any person losing a key(s) must notify the Director of Buildings and Grounds at the District Office immediately to take appropriate action to ensure against compromise of the security system.
- B. Immediate notification will be in person or by phone.

- VI. REPLACEMENT PROCEDURES/COSTS
- A. Upon receiving notice of a compromised area due to lost/stolen keys, the Director of Buildings and Grounds will authorize to replace all affected lock cores if necessary.
 - B. Re-issue keys to all persons using affected areas.
 - C. Verbal warning with a written summary to be placed in file.
 - D. Written reprimand to be placed in employee file.
 - E. All system in building would need to be duplicated at district.
- VII. DISCIPLINARY ACTIONS FOR FAILURE TO COMPLY WITH THIS POLICY
PROGRESSIVE DISCIPLINE
- A. Consultation to review employee's failure to comply with this policy.
 - B. Verbal warning with notice of such warning placed in personnel file.
 - C. Written warning which is placed in personnel file.
 - D. Further disciplinary action may be taken to include loss of key privileges.
- VIII. KEY AND BADGE REQUEST PROCEDURE
- A. All key requests shall be made by completing a maintenance request.
 - B. It is the responsibility of all employees to request replacement ID badges as badges become worn or damaged by completing a maintenance request.
- XI. ANNUAL KEY/BADGE INVENTORY AND INSPECTION
- A. All keys and badges shall be accounted for annually by the Director of Buildings and Grounds or his/her designee by completing a visual inspection of each employee's key(s) and badge.
 - B. Keys not needed by the employee shall be collected and returned to the District Office.
 - C. Damaged keys shall be replaced.
 - D. Damaged ID badges shall be recorded and replaced.
 - E. Those employees not compliant with the key inventory will lose access to all buildings until their key(s) and ID badge can be visually verified at District Office.

KEY CONTROL AGREEMENT(S)

ASSIGNED:

I, the undersigned, hereby acknowledge receipt of the key(s) described below. I have read the key policy and agree not to duplicate or have duplicated the key(s) issued to me and return it/them to the issuing office upon demand or when my need for said key(s) no longer exists.

CHECK-OUT: SUBSTITUTES(S)

This key(s) is (are) the property of the Burlington Area School District and is (are) not to be loaned to anyone. If the key(s) is (are) lost or stolen, it shall be reported immediately, to the District Office. You must (without exception) turn in any checked out keys:

1. At the end of each school day.
2. At the conclusion of your substitute duties. If keys are not returned promptly you will be subject to fines and/or disciplinary action.

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

This key(s) is (are) the property of the Burlington Area School District and is (are) not to be loaned to anyone. Key(s) is (are) not to be duplicated in any form. If the key(s) is (are) lost or stolen, it shall be reported immediately to the District Office. You must (without exception) turn in any checked out key(s) by the completion of that extra-curricular activity/season.

If key(s) are not returned upon request, are lost or stolen, associated re-keying costs may be the responsibility of the undersigned as determined by the Director of Buildings and Grounds.

If keys are not returned promptly you will be subject to fines and/or disciplinary action. Violation of this policy may result in loss of building use opportunities.

August 15, 2016