



## **IREDELL-STATESVILLE SCHOOLS KEY MANAGEMENT POLICY**

These procedures have been adopted for the safety and welfare of the employees, students, and visitors of Iredell-Statesville Schools. They are designed to maintain the integrity of the physical security envelope for all buildings and sites. All departments and individuals involved in the daily operation and administration of district facilities shall comply with these procedures without exception.

The Human Resources Department, having knowledge of any termination of an employee, must immediately contact the Key System Administrator. Final termination (exit interview, etc.) shall not be conducted unless steps have been taken to retrieve or cancel any and all keys or other access control device(s) which may have been issued.

The Iredell-Statesville Schools Director of Maintenance shall serve as the District's Key System Administrator.

Under the management of a professional Locksmith, a three-level keying and access card system is established: User, Master and Grandmaster. For purposes of this procedure, the term "key" shall refer to any access control device, including a standard metal key, keycard, or fob.

### **I. User Level Procedures**

#### **A. Approval and Issuance:**

1. The Key System Administrator or his/her designee is responsible for issuing all keys. The Key System administrator shall be responsible for correctly storing, issuing and receiving returned keys (cards or fobs). The Key System Administrator shall issue keys to district level employees. The Key System Administrator's designee at the school level shall be the Principal of the school. The Principal or his/her designee shall issue/maintain keys for their school.
2. Prior approval must be obtained for issuance of any key.
  - a) Requests for Approval may only be made in writing by the Superintendent, Assistant Superintendent, Principal, Assistant Principal or Director.
  - b) Approval of key issuance may only be made in writing by the Key System Administrator.
3. A Key request form must be completed by the Principal and submitted to the Key System Administrator for the approved key holder at receipt of each key.
4. The submitted Key Request Form shall become part of the permanent key record to be maintained by the Key System Administrator.
5. Access to exterior doors will be controlled by an access control system. Staff may download the access control app to their mobile phone or elect to pay a \$100 deposit for an access control card. This deposit is refundable when the employee returns the access control card in working condition or leaves the school district. Outside door keys will only be issued with approval from the Key System Administrator.
6. Interior keys shall be issued to all 10 and 11 month employees at the beginning of the school year and returned by the same method of issuance (the Key Request Form submission) at the end of the school year, unless return is required due to the employee's extended leave, resignation or dismissal.

B. Key / Access Card Holder Responsibility:

1. Individual key / access card holders shall remain responsible for the original issue keys / access card at all times.
    - a) Keys / access cards will only be issued to employees and those who contract to work for Iredell-Statesville Schools.
    - b) Key / access card holders are required to notify the Key System Administrator through their site Principal / Supervisor immediately if a key / access card malfunctions or is otherwise broken, or if a door/entrance lock is malfunctioning.
    - c) Key / access card holders are required to notify the Key System Administrator through their site Principal / Supervisor immediately if a key is lost or stolen. A key / access card holder's failure to immediately notify the key / access card holder's principal or supervisor about a lost or stolen key / access card is grounds for disciplinary action.
  2. Loss of key, access card or fob shall result in a replacement / rekeying fee as follows:
    - a) Employees:
      1. Fifty dollars (\$50.00) per interior key or card / fob.
      2. Loss of one hundred dollar (\$100) deposit per exterior access card. A new one hundred dollar (\$100) deposit must be paid per exterior access card before replacement access cards will be issued.
      3. One hundred fifty dollars (\$150.00) per exterior key.
    - b) Contractor: (\$250.00) for any key, card or fob.
- \* Keys / cards / fobs may be replaced once the fee is received by the ISS Facilities and Planning Department. If keys / access cards / fobs are not returned in the case of leave / departure from the district and the fee is not paid to the ISS Facilities and Planning Department, then the fee shall be deducted from the last paycheck.*
3. The Superintendent or Key System Administrator may make requests for return of any or all keys at any time. Keys are and shall remain property of the district.
  4. Duplication of any key shall only be made at the request and approval of the Key System Administrator. Key duplication shall be made only by the district's Locksmith. Other employees are prohibited from duplicating any key owned by the district.

C. Storage:

1. Keys shall be returned to the Key System Administrator. Spare keys shall be stored in an approved cabinet in a secure site. Each return shall be noted in the permanent key records with accompanying initials, dates and time.

**Violation of these procedures may be considered misuse of school property and will result in corrective action up to and including termination of employment or contract.**

## **II. Master and Grandmaster Maintenance Key Level**

- A. Master Keys may be issued and/or duplicated only at the request and approval of the Key System Administrator.
- B. Grandmaster Keys, Maintenance keys, and all keys of a level higher than Master Keys may be issued and/or duplicated only at the request and approval of the Key System Administrator.
- C. All maintenance keys and keys of a higher level than Master Keys, shall only be issued and returned to the Key System Administrator.
- D. All keys shall be cut from factory issued blanks with lock manufacturer's logo on the bow only. Newly cut keys shall be code cut or duplicated from an unused file key. (Not duplicated from a used key).
- E. All keys shall be cut only from the lowest intended keyway blank.
- F. All Cut Keys shall be stamped with key designation (Use manufacturer's nomenclature; AA1, BA, etc.). All Cut Keys shall be stamped "Do not duplicate" and a Key Serial#.
- G. All new designations (bittings) shall be obtained from the manufacturer and shall be recorded as part of the permanent key records.
  - 1. Additional (new) construction shall include bitting lists (document) obtained from cylinder suppliers. This list shall be kept as part of the permanent key records.
  - 2. Designated Key System Administrator shall keep all key records secure.
- H. All keying and pinning of cylinders shall incorporate only cylinder manufacturer's standards for pins and cylinder parts.