

ID Badge/Key Control Policy

No. 731
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The Board of Education recognizes the need to establish and implement an effective ID badge and key control policy to provide a safe school building environment by limiting access to school by community and personnel; through a verified process of issuing ID badges and building keys.

Rule: Policy No. 731 Procedures

1. ID Badge/Key issuance shall be the responsibility of the Business Manager and the Director of Building and Grounds. All locksmith services, including repair, key or lock changes or replacements, duplications or replacement keys for existing locks, lock changes and additions within the school district shall be procured only through established procedures. ID badges will only be issued to personnel who have received an administrator approval.
2. Upon resignation, termination or transfer, employees shall turn in their ID badge and all keys to their administrator who shall return them to the Business Manager/Director of Buildings and Grounds.
3. In the event of a lost or stolen key, it will be necessary to change the core to provide security of the premises. The responsible party to whom the key has been issued will be assessed a \$25 minimum core change fee, up to a maximum of \$100. Replacement of ID badges due to loss will be issued at cost of \$5.00. Card replacement due to wearing out will be issued at no cost.
4. ID/key and lock records shall be considered high security items and shall be considered confidential and secured at all times, except when in actual authorized use.
5. Master keys will be issued only to authorized individuals upon the approval of the Business Manager/District Administrator.
6. Personal property is specifically exempt from the provisions of this policy and is the sole responsibility of the individual employee.
7. IDs and keys issued in accordance with this policy shall not be duplicated or loaned by the holder. Such action will be grounds for disciplinary action.
8. Key transfers will require both an administrator and Business Manager approval with such notation in the Key/Lock Record.
9. The Business Manager/Director of Buildings and Grounds shall maintain the ID, Key/Lock Records. These records will include all facility ID badges, locks, keys and key holders, and

- will be considered high security. These records will be kept current at all times. These records will provide the basis for individual IDs, key/lock inventory and control.
10. Keys will only be issued to those individuals demonstrating a need on a continuing basis. Provisions will be made for short term requirements on a sign-out basis.
 11. In the event of a lost key, the loss will be reported immediately to the individual's administrator. The administrator will subsequently report the loss to the Director of Buildings and Grounds and the Business Manager. These individuals will jointly determine if a lock change is necessary.