

KEY CONTROL/ACCESS TO BUILDINGS

8.111

I. ISSUING AUTHORITY:

The district's Department of Public Safety 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 Executive Director of the Department of Public Safety or designee at the request of the school principal or authorized program administrator will approve and 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 the Department of Public Safety. By definition of this policy electronic access control cards (proximity cards) are considered keys.

II. 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. The Executive Director of the Department of Public Safety or his/her designee is the approving authority for key and access control proximity card assignments.

III. LOST OR STOLEN KEYS:

The person issued a key or proximity card shall be responsible for its safekeeping and shall pay for a duplicate key and/or proximity card if lost. Any person losing a key(s) or proximity card(s) must immediately notify their cost center administrator. Notification must be by telephone or in person. Duplicate or replacement keys/proximity cards shall be obtained only through the Department of Public Safety. The unauthorized duplication of keys otherwise is prohibited.

A. Replacement Key/Proximity Card Costs: Lost keys and proximity cards are subject to a replacement charge of \$10.00 per item for the 1st offense, \$20.00 per item for the 2nd offense, and \$30.00 per item for each subsequent offense.

IV. KEYS AND PROXIMITY CARDS MAY NOT BE LEFT UNATTENDED OR LOANED:

All keys and proximity cards issued on a permanent basis should be retained at all times by the person to whom issued. Practices such as leaving keys and/or proximity cards on desks, loaning to others, etc. shall not be permitted.

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V. ALARM POLICY:

During non-school hours, weekends, and other times when school building(s) are armed and secure, personnel assigned a proximity card, alarm code, master key, or key will be held accountable for the proper use of the security alarm system and the physical security of the building.

No employee shall cause a building to be unsecure, unarmed, or otherwise made unsafe via the improper use of a proximity card, alarm code, master key, or key.

Building alarms shall be activated/deactivated only as necessary and in accordance with approved school functions, events, and district guidelines. The Superintendent or his/her designee shall develop appropriate guidelines.

VI. TERMINATED EMPLOYEES:

Any person terminating employment with the district will immediately turn in all identification badges, proximity cards, alarm codes, and keys to their cost center head or the appropriate Director.

VII. POLICY VIOLATION:

Any person(s) found to have violated this policy will be subject to disciplinary action and will not receive their final paycheck.

STATUTORY AUTHORITY:

1001.41(2), 1001.43(4), F.S.

LAW(S) IMPLEMENTED:

1001.43(4), F.S.

HISTORY:

**ADOPTED: 03/05/13
REVISION DATE(S): 11/06/18
FORMERLY: New**

NOTES: