

No 709-AR

ADMINISTRATIVE  
REGULATION

TURKEYFOOT VALLEY AREA  
SCHOOL DISTRICT

BUILDING SECURITY

Master Key System

Turkeyfoot Valley Area School District uses a master key locking system. As the use of these locks expands and becomes an increasingly important factor in our security, it is imperative that we do everything possible to assure its perpetuation in a thorough and economical manner.

Although initially key control may be 100% effective, deterioration can set in rapidly. This is usually a result of unauthorized duplication of keys, loss of key, failure to return a key when the holder transfers to another position or terminates employment, or possession of a key by unauthorized persons.

In order to ensure that quality, highly secure locks are used, along with establishing tight key controls, the following procedures will apply.

Whenever practical, a master locking system will be adopted at all new Turkeyfoot Valley Area School District installations and at existing facilities that are planned to acquire new locking systems for relocking and rekeying purposes.

In order to achieve standardization in the quality and type of locking systems with a maximum degree of security in key controls, locks manufactured by one company will be utilized. The locks installed will become a part of the Master Key Security System.

In maintaining the integrity of the master locking system, a designated person in the Facilities Department will be assigned the responsibility for maintaining accountability control records. Key request forms will be supplied by the facilities department. Each building will have a Key Controller. At the schools the Key Controller is the building principal; at the District Office it is the Business Administrator; for the facilities personnel it is the custodial coordinator.

A Lost Key Report form will be utilized when a key is no longer in the control of the employee who has signed for the key. All employees will be advised when they are issued keys that they must immediately complete a Lost Key Report form whenever their key is lost.

All key duplication will be under control of the Facilities Department.

The Facilities Department will be responsible for key identification. Keys cut to enter designated areas will have series numbers and letters marked thereon. They will be issued and stamped by the Facilities Department and supplied to the appropriate supervisor.

The distribution of keys is based on the physical area of responsibility by job assignment, and shall be the sole guideline for key distribution.

No distribution of keys is to be made to any individual other than employees of the Turkeyfoot Valley Area School District. Any exception shall be approved by the Superintendent or his/her designee.

### Signature Cards

Each person receiving a key(s) must sign a signature card, which lists all keys in the individual's possession. All signature cards will be maintained in the Principal's Office.

When the Facilities Department receives a properly prepared and approved signature card, the individual's key(s) requested will be provided. An unapproved request shall be forwarded to the appropriate Key Controller.

### Changes In Key Assignment

Changes may become necessary in assignment of keys due to personnel changes, such as promotions, lateral moves, new employees, resignations, deaths, dismissals or retirements.

When any changes in personnel occur requiring changes in the present assignment of keys or issuing of new keys, the Key Controller will file a request in accordance with the following procedures.

When the Facilities Department receives a request from a Key Controller, the existing individual signature cards affected by the change shall be adjusted accordingly. If required, new individualized signature cards shall be prepared by typing the individual's name, title, key number(s) and date issued. The signature cards will be sent to the Key Controller for proper signatures. The Key Controller will then return the signed signature card to the Facilities Department.

1. In the case of promotions and lateral moves, the Key Controller shall be responsible for the collection of the key(s). The individual signature card of the individual(s) involved in the promotion or move shall show the following:
  - a. If key(s) are being returned, the date returned shall be entered on the signature card of the individual returning the key(s) by the Key Controller.

- b. If new key(s) are being issued to the same employee, a new signature card will be created for the new key(s).
2. In the case of a new employee or an employee not previously having keys assigned, the Key Controller shall be responsible for requesting the keys.
3. In the case of resignations, dismissals or retirements, the Key Controller shall be responsible for the collection of keys. The Key Controller shall notify the Facilities Department, who will send the signature card to the Key Controller for proper signatures. An employee turning in a key permanently shall receive a Key Receipt Card.
4. In the case of death, the Key Controller shall be responsible for obtaining the keys from the proper relative. S/He will notify the Facilities Department so the signature card can reflect the change.

The signature card shall be signed and returned within five (5) days to the Principal's Office. If the signed card has not been received at this point, the Principal's Office will call and remind the key controller that the signed card or keys must be turned in to the Principal's Office immediately.

Active cards returned will be placed in the central file by the Facilities Department and inactive cards, as in the case of resignation, dismissal, death or retirement, shall be destroyed.

#### Loss Of Keys

Loss of keys shall be reported immediately by telephone to the Key Controller and Director of Facilities. If a grand master or master key is lost, it must be reported immediately by telephone to the Facilities Department, who will notify proper personnel for action.

An investigation shall be conducted by the Key Controller and Director of Facilities to determine if security has been jeopardized to the extent that immediate change in combination of locks would be warranted. If immediate action is deemed necessary, the Director of Facilities shall cause action to be immediately taken to regain security.

To record when a key is lost, the employee responsible shall promptly furnish a written explanation to the Key Controller explaining the circumstances of the loss and the best estimate of the likelihood of the keys falling into the hands of unauthorized individuals. Upon receipt of the written explanation, the Key controller shall review the explanation to ensure that the employee has made every effort to locate the missing key. The Key Controller shall initial the written explanation, add any necessary comments, and forward it to the Director of Facilities. Upon receipt of the written explanation, the Director of Facilities will review it and conduct any further investigation deemed necessary. The employee explanation will be filed in the Facilities Department.

A new key receipt card and a signature card will be prepared for the new key that is issued as set forth previously.

A decision will be reached in all cases of loss within one (1) week from the date of report of loss if rekeying will be required to protect security. The Facilities Department shall make proper inquiry to obtain determination.

If the keys are returned, all pertinent facts relating to the location found, who returned the keys, etc. shall be made in writing to the Facilities Department.

A record shall also be maintained in the personnel file on the individual's loss of keys.

Adopted: March 18, 2013