

ASHTABULA AREA CITY SCHOOLS



SOP - 9

Standard Operating Procedure Manual

Subject: **Building Keys, Fobs and Access**

Date Issued: April 2, 2018

Date Revised: September 1, 2018

1.0. **PURPOSE AND SCOPE:**

Ashtabula Area City School district considers the safety of all students and staff to be a priority and a serious issue. This policy is designed to control access to district buildings, including alarm codes, keys and fobs, as well as in the building, thereby enhance overall security as well as promote accountability and prevent loss of property.

2.0. **PROCEDURE:**

A. Distribution of Keys and/or Fobs

- 1) Issuing Authority – The Director of Operations with the approval of the Building/Department Administrator will authorize the issuance of individual keys/fobs to school personnel where a need for access to the area in question can be demonstrated.
- 2) Who is Authorized Specific Keys/Fobs – Access will be given only to the areas where need can be demonstrated. Justification could include but not be limited to the following: work necessities, assigned office, assigned laboratory, and/or areas of responsibility. The Acknowledgement of Responsibility Form will be completed by each employee issued keys/fobs. This shall be kept on file under the supervision of the Director of Operations.
- 3) Keys/Fobs May Not Be Left Unattended – All keys/fobs issued on a “permanent” basis should be retained at all times by person to whom issued. Practices such as leaving keys on desks, loaning to student aides, etc. shall not be allowed.
- 4) Lost or Stolen Keys – Any person losing a key(s)/fob must notify the Director of Operations or the Building/Department Administrator immediately to ensure against

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any comprise in the system. Notification should be made by telephone, e-mail, or in person.

- 5) Keys/fobs Are Not to be Loaned to Unauthorized Personnel – To protect the integrity of assigned areas, no issued key/fob may be loaned or signed out to anyone not previously authorized by the Director of Operations. Authorization will be granted to any person who can demonstrate a need for access.
- 6) Keys shall be as follows:
 - Grand Master
 - Building Master
 - Individual Room Keys

B. Replacement of Keys/Fobs

- 1) In conjunction with this policy, a replacement cost will be established for all lost keys and fobs.

The following is a list of costs for lost keys and fobs:

- 1st time \$10.00
- 2nd time \$30.00, within a 12-month period
- 3rd time \$50.00, within an 18-month period

C. Key/Fob – Requests, Inventory and Audit

- 1) All key/fob requests shall be made to the Operations Department. The Building/Department Administrator must make all requests in writing. All requests

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should be made two weeks in advance of the date an individual should need keys/fobs using the Request for Key Fob/Key Form.

- 2) A key inventory shall be maintained for each building in a logbook. All keys shall be lettered and numbered. All keys (upon approval) shall be issued from this logbook.
- 3) A key audit shall be performed at the beginning of the school year and at the end of the school year by the Building/Department Administrator. All personnel, if requested, shall surrender their keys during the summer months, and may be reissued the same keys at the beginning of the next school year.

D. Alarm Policy, Alarm Codes and Fob Access Levels

- 1) All personnel requesting a Grand Master Key, Building Entrance Master Key, Building Entrance and Building Master Key will be held accountable for the use of the alarm, and security of the building, during Non-School Days, weekends and other times when Maintenance and Custodial Staff are not on duty.
- 2) All requests for alarm codes are to be made on a form prescribed by the Operations Department.
- 3) District Fob Access Levels are defined as follows:

Level 1: 24/7 Access to all district buildings. Includes arm/disarm code. *

*Needs approval by Superintendent and/or Treasurer.

Level 3-A: Access to all elementary campus buildings.

Level 4-A: Access to LJHS/LHS campus buildings.

Level 5: 5:00 am – 6:00 pm Bus Garage (all doors).

Level 5-A: 24/7 access to Bus Garage Front east door.

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E. Terminated Employees

1. Any person terminating employment with the District will immediately turn in all keys/fobs to the Building/Department Administrator.

F. Contractors Key/Fob Request

- 1) Contractors working on projects will be issued keys to areas in which access is required to execute agreed upon work. The procedure to obtain keys is as follows:
 - a. Authorization of key/fob requests can only be given by the Director of Operations.
 - b. Authorized key/fob usage must pick up keys/fobs from the Operations Department.
 - c. Contractors/Vendors will not be issued more than two (2) sets of keys/fobs.
 - d. All contractors/vendors must sign for authorized keys/fobs.
 - e. When all keys/fobs have been returned by Contractors/Vendors, and the appropriate documents signed the key/fob request will be closed.

G. Policy Violation

- 1) Any person(s) found to have violated this policy will be subject to disciplinary action.