



Department: Operations
 Policy Number: OPS-A008
 Effective Date: 9/16/13

ADMINISTRATIVE POLICY

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

Key Control Policy

It is the policy of the Clarksville-Montgomery County School System (CMCSS) that all district master keys, administrative building access keys, school building master keys, proximity cards, and building alarm codes are the property of CMCSS and they must be accounted for at all times. This accounting can be satisfied if items are in an appropriate storage device or signed for by authorized individuals.

Each CMCSS building will have an appointed Key Control Administrator who maintains all keys, proximity cards, and key control documentation (OPS-P014 and OPS-P015). Key Control Administrators are appointed by Building Administrators or Principals. In a school building, only Principals, Assistant Principals, or Accounting Technicians may serve as Key Control Administrators.

Any person with a district master key, administrative building access key, school building master key, proximity card or building alarm code to CMCSS buildings will be required to sign a Key Control Authorization Form (OPS-F013) upon issue and return of items.

All key holders should be informed in writing that allowing the use of master and building access keys, proximity cards or building alarm codes by anyone other than the individual they are in receipt to, is a violation of this policy.

Essential Employee Access (EEA) Cards may be issued by the Building Maintenance Manager upon request by a Key Control Administrator specifically for CMCSS employees required to report to multiple buildings on a daily basis for operational support purposes only and for School Resource Officers.

CMCSS reserves the right to assess replacement cost for lost keys as follows:

Type	Cost
Keys	\$14.00
Proximity Cards	\$3.00
Wall Locker	\$2.50
File Cabinet	\$14.00 (New Lock), \$18.50 (Code)
Desk, Student and Teacher Tech Carts	\$14.00 (New Lock)
Master Key	\$100

There will be, at a minimum, one key control inventory audit each year. (OPS-P014 and OPS- P015).

Implementing Procedures: School Building Key Control Procedure (OPS-P014)
 Administrative Building Key Control Procedure (OPS-P015)

Associated Documents: Building Key Control List (OPS-F011)
 Key Control Audit Form (OPS-F012)
 Key Control Authorization Form (OPS-F013)

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/16/13	IR	
8/29/16	A	Add replacement cost amounts; Replace OPS-F006 and OPS-F007 with OPS-F013. Removed procedure information already contained in OPS- P014 and OPS-P015.
9/7/22	B	Paragraph 5: Added "Essential Employee Access (EEA) Cards may be issued upon request by a Key Control Administrator specifically for CMCS employees required to report to multiple buildings on a daily basis for operational support purposes and for School Resource Officers."; Paragraph 6: Deleted "(\$9.00) or proximity cards (\$3.00)", added "as follows"; Inserted table with key types and updated replacement costs.; Paragraph 7: Changed "two" to "one", changed "audits" to "audit".

***** End of Policy *****