



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.

CMCSS reserves the right to assess replacement cost for lost keys (\$9.00) or proximity cards (\$3.00) and all costs associated with changing alarm codes (\$100.00, if completed through contractor) due to the compromising of the building alarm codes.

There will be, at a minimum, two key control inventory audits 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.

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