



SCHOOL BUILDING KEY CONTROL (OPS-P014)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the District's process for accounting for all school building master keys, building access keys, proximity cards or essential employee access cards, and building alarm codes with up to one Key Control Inventory audit each year, at a minimum.

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

2.0 RESPONSIBILITY:

- 2.1 Key Control Administrator
- 2.2 Principals
- 2.3 Building Maintenance Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 Authorized Individuals/Authorized Employees – School Administrators, Department Managers, SRO's, Teachers, Custodians, and Department Employees.
- 4.2 Building Master Key – Opens all school building doors, both exterior and interior. Each school building Principal, Assistant Principals, School Resource Officers (SRO), custodians, and kitchen managers (if exterior kitchen key is not available) are issued a master key.
- 4.3 Proximity Card/Essential Employee Access Card – A magnetic card that is placed in close proximity to a door-opening sensor which releases the magnet or locking mechanism allowing the door to be opened. The number of proximity cards or essential employee access cards issued should equal the number of faculty and staff of the building plus five additional cards that are available for issue by the Principal.
- 4.4 Building Alarm Code – A four digit code that has been programmed into the alarm software and allows the school building master key holder to arm or disarm the alarm. The number of building alarm codes issued to a school building should equal the number of Principals, Assistant Principals, custodians, and employees using one of the three spare master keys.
- 4.5 Key Control Administrator – An individual appointed by the Principal, who maintains all keys, proximity cards or essential employee access cards, and key control documents. Only Principals, Assistant Principals, Accounting Technicians, or Administrative Assistants may serve as a school building Key Control Administrator.
- 4.6 Key Control Authorization Form (OPS-F013) – A form that must be signed when a key, proximity card or essential employee access cards, and/or alarm code is issued to an individual, and must be initialed when a key, proximity card or essential employee access card is turned in to the Key Control Administrator.



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- 4.7 Building Key Control List (OPS-F011) – A list that includes the number of building master keys, building access keys, proximity cards or essential employee access cards, and alarm codes that a school building is authorized to issue to faculty and staff.
- 4.8 Building Access Key – Opens a specific exterior door, i.e. classroom exterior door, weight room, boiler room, kitchen, etc.

5.0 PROCEDURE:

- 5.1 At the beginning of each school year, the Key Control Administrator issues school building master keys, proximity cards or essential employee access cards, and building alarm codes to authorized faculty and staff members who complete the Key Control Authorization Form (OPS-F013).
 - 5.1.1 New faculty and staff members who are hired after the start of the school year and are authorized to receive a key, proximity card, essential employee access card, or building alarm code, complete the Key Control Authorization Form (OPS-F013).
 - 5.1.2 Principals or Key Control Administrators may request alarm codes for newly authorized employees by emailing the Building Maintenance Manager.
 - 5.1.3 Alarm codes must be changed by emailing the Building Maintenance Manager whenever a faculty or staff member leaves the District, transfers to another CMCSS building, or if Building Administrator believes the alarm code has been compromised.
- 5.2 The Key Control Administrator maintains all school building master keys, proximity cards or essential employee access cards and key control documents and ensures they are kept up to date and in a secure location.
 - 5.2.1 Any key request must come from a building administrator through CMCSS email. Additional keys must be paid for with school funds.
- 5.3 The Principal or designee conducts an annual audit of all school building master keys, proximity cards or essential employee access cards, and building alarm codes during the first semester of the school year using Building Key Control List (OPS-F011). The Key Control Administrator must verify that all keys, proximity cards or essential employee access cards, alarm codes, and key control documents are kept up to date and in a secure area. Audit results, along with a copy of the school's Building Key Control List (OPS-F011) are submitted to the Building Maintenance Manager no later than the last day of the first nine-week grading period.
- 5.4 If a key, proximity card, or essential employee access card is lost or stolen, or if an alarm code is compromised, the Principal or Key Control Administrator contacts the Building Maintenance Manager immediately by email.
 - 5.4.1 Any faculty or staff members whose keys or proximity cards or essential employee access cards are lost or stolen will be charged a replacement fee to cover the cost of replacing the keys or proximity cards or essential employee access cards. Send payment with a copy of OPS-F013 to the accounting office located at Central Office. After this fee is paid, the Building Maintenance Department will replace the key, proximity card or essential employee access card.



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- 5.5 At the conclusion of each school year, faculty and staff members return all keys and proximity cards or essential employee access cards to the Key Control Administrator who will have them initial their Key Control Authorization Form (OPS-F013) to verify that the items were turned in.
 - 5.5.1 Any faculty or staff member that is required to retain their keys during the summer i.e. principals, custodians, will complete a new Key Authorization Form (OPS- F013).
 - 5.5.2 Any faculty or staff member who will not need to access the building during the summer and does not return their keys, proximity cards or essential employee access cards to the Key Control Administrator will not be reissued new keys, proximity cards or essential employee access cards at the beginning of the following school year. If keys, proximity cards or essential employee access cards are lost or stolen over the summer, or if a faculty or staff member leaves the District, that person will be charged a fee to cover replacement costs.
- 5.6 The Building Maintenance Manager or designee will conduct an annual audit of all school building master keys, proximity cards or essential employee access cards, and building alarm codes during the second semester of the school year. The Key Control Administrator must verify that all keys, proximity cards or essential employee access cards, alarm codes, and key control documentation are kept up to date and in a secure location. Audit results, along with a copy of the Building Key Control List (OPS-F011) are submitted to the Building Maintenance Manager.
- 5.7 No keys will be made for any individual without the request and authorization from their Principal or Key Control Administrator. No replacement keys for lost keys will be issued until the replacement fee has been received and processed by the Business Affairs Department.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 OPS-A008 Key Control Policy
- 6.2 MNT-A002 Control of District Master Keys
- 6.3 OPS-F011 Building Key Control List
- 6.4 OPS-F012 Key Control Audit Form
- 6.5 OPS-F013 Key Control Authorization Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Key Control Documents	School	1 Year	Destroyed	Secure room or filing cabinet

8.0 REVISION HISTORY:



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<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/4/13	IR	Initial Release
6/9/14	A	Change sequence of procedure to begin with employee filing out OPS-F006 or OPS-F007 before a key or proximity card is issued. Add form OPS-F007.
9/12/16	B	Removed references to OPS-F006 and OPS-F007 and replaced with OPS-F013. Updated responsibility and associated documents. Added payment statement to 5.4.1 and 5.4.2.
10/20/17	C	Added 5.7.
5/1/18	D	4.2 Added kitchen manager to list of individuals who are authorized a building master key if an exterior kitchen key is not available. 4.8 Added kitchen to list of exterior access keys.
9/7/18	E	Added 5.2.1.
9/26/22	F	4.5 Added "Administrative Assistants"
10/23/23	G	Changed "proximity card" and "proximity cards" to "proximity card or essential employee access card" and "proximity cards or essential access cards" throughout procedure. Changed formatting slightly for document appearance. 4.4. Changed "four digit" to "four-digit". Replaced 4.1 CMCSS-Clarksville Montgomery County School System" with " Authorized Individuals/Authorized Employees – School Administrators, Department Managers, SRO's, Teachers, Custodians, and Department Employees."; 4.3 Added "or locking mechanism"; 5.1.2 Changed "new" to "newly"; 5.3 Changed "Key Control Audit Form OPS-F012" to "Building Key Control List OPS-F011", added "no later than the last of"; Deleted 5.4.2.; 5.7 Changed "If any party does not conform with this procedure, no keys will be made for them until conformance is met." to "No keys will be made for any individual without the request and authorization from their Principal or Key Control Administrator. No replacement keys for lost keys will be issued until the replacement fee has been received and processed by the Business Affairs Department."

***** End of Procedure *****