

Policy 9060: Building Access and Control

Status: DRAFT

Original Adopted Date: 12/09/2019 | **Last Reviewed Date:** 12/09/2019

The Caldwell School District 132 Board of Trustees has the obligation to balance the accessibility and use of the District's facilities with the need to provide a safe and secure environment. The safety and security of the District's physical space and assets as well as the protection of students, personnel, property, information, and equipment is a shared responsibility of all members of the school community. Key and electronic access privileges to District owned property shall be determined and assigned based on the specific needs and requirements of District personnel.

Guidelines

Sole Property of the District

1. All locks, keys, **key fobs**, electronic access cards, and access codes are the sole property of Caldwell School District and will only be issued to properly authorized individuals based on their need for access.
2. The Superintendent/designee shall have the right to authorize the change of locks, keys, and access codes as needed.
3. The unauthorized possession, use, or reproduction of any key, **key fobs**, or electronic access card may constitute theft or misappropriation.

Issuing of Keys, **Key Fobs, Electronic Access Cards, and Access Codes**

1. All keys, **key fobs**, electronic access cards, and access codes shall be properly authorized by signature before issuing and shall only be issued by a building administrator, a supervisor, or the District Director over buildings.
2. Keys, **key fobs**, electronic access cards, and access codes shall only be issued to personnel with a legitimate need and at the lowest level of access required for performance of responsibilities as authorized by the Superintendent/designee.
3. Master keys shall only be distributed to the following personnel:
 - a. District Security Officers
 - b. District Superintendent
 - c. Department Heads/Directors
 - d. Building Administrators
 - e. Custodial Staff
 - f. Maintenance Staff
 - g. IT Technicians
4. An Access Control File that includes copies of all Key Request Forms 9060F1 shall be maintained at the District level.

District Personnel Responsibilities

1. Maintain, secure, and be responsible for any access control device(s) issued.
2. Return keys, **key fobs**, and electronic access cards.
 - a. All keys, **key fobs**, and electronic access cards must be returned by the employee of record to the issuing building administrator or supervisor.
 - b. **The District reserves the right to withhold the final paycheck of an employee who is terminating their employment, until they have returned all District equipment, which includes keys, key fobs, and electronic access cards.**

Keys, **key fobs or electronic access cards must be returned if:**

1. They are no longer needed.
2. Employees are reassigned or no longer work in a building.
3. A supervisor or administrator requests keys or an access card to be returned.
4. Buildings have been re-keyed or electronic access reprogrammed.
5. All lost keys, **key fobs**, or electronic access cards shall be reported to the building administrator or supervisor within 24 hours of discovery of such and a Lost Key/Electronic Access Card Report 9060F2 filed with the building

administrator or supervisor.

6. All found keys, **key fobs**, or **electronic access cards** shall be returned to the building administrator or supervisor who will then notify the District Director over buildings.

Yearly Key Report

At the staff end-of-year check out, a building administrator or supervisor will:

1. Verify that employees are still in possession of all keys, **key fobs**, or access cards issued to them and
2. Receive any keys, **key fobs**, or access cards:
 - a. That are no longer working,
 - b. From employees who are separating from employment, or
 - c. From employees who are changing locations within the District.

Keys for Rentals

1. Buildings shall be opened and secured at the end of a rental by a qualified staff member.
2. Keys shall not be loaned to renters.
3. Access codes shall not be given to renters.

Installation or Alteration of Locks

1. The District Director over buildings must approve the installation of any and all locks on District properties.
2. Private locks shall not be used on District facilities.
3. District employees may not authorize installation, removal, re-keying, or other altering of locks without permission from the District Director over buildings.
4. Individuals or schools shall be charged for unauthorized alterations of keys or locks.

DEFINITIONS

Access: the ability to enter a District space by means of a traditional metal key, or any electronic means of entry.

Access Control: Control of entry/exit to an area by any means (mechanical or electronic). Access control shall be included in the review of new construction, alterations, or remodeling, etc.

Access Control File: shall include key codes, key numbers, and access control database as well as department and building control access data.

Hardware: currently there are three (3) methods of Access Control within the District.

1. Identification Card/ Badge Access
2. Metal Keys
3. Key Fob

Key: Traditional metal keys or any electronic means of access.

Master Key: This includes any combination of electronic card access and traditional metal keys that open multiple doors within the District.

9060F1 District Key - Electronic Access Card Request Form
9060F2 District Lost Key - Electronic Access Card Form

Supporting Documents



[9060F1 District Key -Electronic Access Card Request Form \(1\)](#)



[9060F2 District Lost Key-Electronic Access Card Form \(1\)](#)

Idaho Code § References

Title 33 Chapter 59

Description

Idaho School Safety and Security Act 2016 -
<https://simbli.eboardsolutions.com/SU/OP8plus1qy2J5JClkSMtw0q3Q==>

Cross References

9500

Description

Secure Facilities -
<https://simbli.eboardsolutions.com/SU/sD5rvt14slshplusplusslshveGJhtQkdQ==>

DISTRICT KEY/ELECTRONIC ACCESS Card REQUEST FORM

DATE: _____ Employee Number: _____

NAME: _____

DEPARTMENT: _____ POSITION/TITLE: _____

Badge Number: _____

Access Level: _____ Faculty _____ Staff _____ Hourly _____ Other (Describe): _____

Mailing Address: _____ Phone Number: _____

REQUESTED KEYS

Building	Building	Building
Room #	Room #	Room #
Key #	Key #	Key #

***Keys can be picked up at District Services, 107 Poplar
Questions? Call Maintenance at 455-3300***

REQUESTED SIGNATURES

Department Head (All Keys): _____

Building Principal (All Keys): _____

Additional signatures of ALL Building Coordinators are required for any Master Keys issued.

KEY AGREEMENT

I, the undersigned, acknowledge receipt of the keys designated above and agree to return them to the District Key Shop/IT Building. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above keys or Access Cards. I further agree not to cause, allow or contribute to the making of unauthorized copies of the above keys. (NOTICE: The unauthorized duplication of District keys and the use of keys for unauthorized access to District buildings is a misdemeanor and subject to criminal prosecution.) I understand and agree that violation of this agreement may render me responsible for the expenses for rekeying the affected areas. I also understand that I become financially responsible for re-keying of areas affected by lost keys.

- Replacement of lost keys will be assessed at \$5 per inside door, \$10 per outside door, plus \$5 per key
- Replacement of badge for access to electronic locks will be \$10 per card.

OFFICE USE:

Signature: _____ Date: _____

(My signature acknowledges receipt of above listed keys and that I have read and understand the key agreement.)

Signature: _____ Date: _____

(Signature of Key Master acknowledging issuance of keys to above named person.)

LOST KEY/ELECTRONIC ACCESS CARD REPORT FORM**Employee Number:** _____**Employee Name:** _____**Department:** _____**Position/Title:** _____**Badge number:** _____**Access Level:** _____ Faculty _____ Staff _____ Hourly _____ Other (Describe): _____

I, the undersigned, acknowledge and wish to report the loss of the following District issued key(s) and/or Electronic Access Card(s).

List of Lost Keys or Electronic Access Cards

Building	Building	Building
Room #	Room #	Room #
Key #	Key #	Key #

Signature: _____ Date: _____
(Signature of Reporting Employee)

Acknowledgement of Receipt of Report

Signature: _____ Date: _____
(Signature of Building Administrator or Supervisor)