

Access to District Facilities

PURPOSE

To establish procedures and directives pertaining to the issuance of keys, security codes, and/or access cards for St Vrain Valley School District facilities, to assign responsibility for record keeping and data storage, to establish physical and financial responsibilities associated with the issuance of keys and security codes, and to establish control procedures for keys, security codes, and/or access cards which have been issued.

ADMINISTRATIVE AUTHORITY AND RESPONSIBILITY

The St Vrain Valley School District Chief Operations Officer, or designee, shall be the administrative office responsible for implementation of these procedures.

DEFINITIONS

1. "SVVSD" shall mean St. Vrain Valley School District.
2. "Facilities" shall mean any District building, room, or area to which access is controlled.
3. "Key," "Keycard," or "Access Card" shall mean an instrument for operating a lock. It can be removed for carrying. Although payment may be required to obtain a key(s), or access card(s), they remain the property of SVVSD.
4. "District key" shall mean a "District standard key" identified by the District's technical specifications that operates a lock used on SVVSD facilities.
5. "Incidental key" shall mean any other key such as a cabinet, desk, padlock or any key that is not a District standard key.
6. "Change key" shall mean a key which fits only one given lock or a series of locks keyed alike. In a master key system, such a key might open only an exterior door or an individual interior door.
7. "Sub-Master Key" shall mean a District key which operates all locks in a given group of locks (i.e., all locks in a given department or in a "department master" where each lock has its own specific combination and key).
8. "Building master key" shall mean a District key which will open all locks in a particular building.
9. "Great grand master key" shall mean a District key which will open all locks in more than one building.
10. "Access System override keys" shall mean District keys that can open exterior doors in the event of emergencies or an operational failure.

These keys shall not be issued to any SVVSD personnel without the consent of the Chief Operations Officer or designee.

11. "Lost key/card charge" shall mean the monetary charges levied in the event the person responsible fails to return all issued keys or access cards or loses or misplaces such keys or cards. This charge shall consist of all re-keying costs resulting from the actual or suspected compromise of District security.
12. "Contractor" shall mean any business with a contractual obligation to SVVSD for performance of services such as construction, remodeling, delivery, or service contracts.
13. "Control key" shall mean a District key which will remove the District standard interchangeable cores from lock housing. These keys shall only be issued to those identified by the Chief Operations Officer or designee.

PROCEDURES

The issuance of all keys, security codes, and/or access cards to District facilities shall be subject to the provisions herein.

1. Keys, security codes, and/or access cards to District facilities may be issued to District faculty and staff, to individuals with an authorized relationship with SVVSD, or to authorized non-District individuals requiring access to a District facility.
2. The SVVSD locksmith shall be the sole source of making, duplicating, manufacturing, and cutting of District keys. The SVVSD Operations and Maintenance Department shall be the sole source for creating security codes and/or access cards. Keys and/or access cards shall be issued by the Chief Operations Officer or designee.
3. Persons to whom District keys, codes, and/or access cards to District facilities are issued are prohibited from loaning them or releasing them from their possession to anyone for any reason. Failure to comply may result in disciplinary action and/or monetary penalty.
4. SVVSD site administrators and department managers or designee shall request the issuance of District keys, security codes, and/or access cards to their building or department for staff members through the SVVSD work request system.
5. Great grand master keys shall be issued to SVVSD personnel demonstrating a consistent need to have them. Request must be approved by the Chief Operations Officer or designee.
6. District keys shall be supplied by the SVVSD lock shop upon receipt of a work request. The areas to which the user needs access will determine the appropriate key.

7. The building administrator or his/her designee shall be responsible for the issuing keys related to the individual unit under his/her direction and shall require individuals receiving keys to sign a receipt for same. The building administrator shall ensure an annual inventory check of all keys issued. Discrepancies shall be reported to Risk Management and investigated to ensure building security.
8. Control keys shall be issued only to Operations and Maintenance employees whose duties, as identified by the Chief Operations Officer, warrant the need.
9. All employees terminating employment or ending a temporary assignment with SVVSD shall return all issued keys and access cards to their designated site/department manager. The site/department manager will notify the Operations and Maintenance Department to delete access codes if applicable. Keys or access cards not returned will be presumed lost and all applicable lost charges will be assessed. The lost charge will be deducted from the terminating employee's final paycheck unless such charges are paid by the employee prior to the termination date.
10. A lost key/card charge (see 11. under Definitions) will be assessed to any individual who loses or misplaces a District key or access card.
11. Contractors requiring access to District facilities shall contact the Chief Operations Officer or designee to obtain written authorization to receive a building key or access card. Prior to obtaining a key, Contractors shall sign a key return guarantee form and provide a \$25.00 deposit. This form shall remain on file with the SVVSD Project Manager. The SVVSD Project Manager will not release final payment until the key is returned and signed in. In case of loss, any costs to SVVSD for re-keying, or making the property secure, shall be deducted from the final payment.
12. All District keys shall be stamped with a unique serial number and labeled "Do Not Duplicate." The District's lock shop shall be responsible for maintaining a record of key serial numbers.
13. The SVVSD Operations and Maintenance Department is responsible for maintaining a record of security codes and access card numbers.
14. Substitute Custodian keys shall be issued to and be the responsibility of the Head Custodian assigned to the facility. These keys shall be kept in a secure environment before and after use.

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