

Cumberland Public Schools

MISCELLANEOUS PROFESSIONAL STAFF POLICIES	GCQ
Key Control Policy	GCQE

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KEY CONTROL POLICY

PURPOSE: To establish and implement an effective key control policy to provide legitimate access to locked areas in school buildings by authorized personnel and to establish "key" procedures for issuing and returning keys.

“KEY” POLICIES:

1. Key control shall be the responsibility of the Superintendent of Schools/designee and the Director of Facility Services. All locksmith services, including repair, key or lock changes or replacements, duplications or replacement keys for existing locks, lock changes and additions within the school district shall be procured only through established policies.
2. Upon resignation, termination or transfer, employees shall turn in all keys to their administrators who shall return them to the Director of Facility Services.
3. In the event of a lost or stolen key, it will be necessary to change the core to provide security of the premises. The responsible party to whom the key has been issued will be assessed a \$25 minimum core change fee, up to a maximum of \$100 payable to the Cumberland Public Schools.
4. Key and lock records shall be safeguarded at all times and secured when not in authorized use.
5. Grand master keys will be issued only to authorized individuals upon the approval of the Superintendent of Schools/designee.
6. Personal property is specifically exempt from the provisions of this policy and is the sole responsibility of the individual employee. However, no personal lock may be used within school buildings.
7. Keys issued in accordance with this policy shall not be duplicated by the holder. Such action may be grounds for disciplinary action.
8. Keys issued in accordance with this policy shall not be loaned by the holder. Such action may be grounds for disciplinary action.
9. Key transfers will require both an issue and return transaction notation in the Key/Lock Record.

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