

HICKORY PUBLIC SCHOOLS

Key Management Procedure 9220 AR

General. These procedures have been adopted for the safety and welfare of the employees, students and visitors of Hickory Public Schools ("HPS"). They are designed to maintain the security of the perimeter of all school buildings and other district sites. All departments and individuals involved in the daily operation and administration of district facilities shall comply with these procedures without exception.

The Human Resources Department, having knowledge of any termination of employee, must immediately contact the district's key system administrator. Final termination (exit interview, etc.) shall not be conducted unless steps have been taken to retrieve any and all keys or other access control device(s) which may have been issued.

The HPS director of operations and maintenance shall serve as the district's key system administrator.

Under the management of a professional locksmith, a three-level keying and access card system is established: User, Master and Grandmaster.

I. User Level Procedures

A) Approval and Issuance

- 1) The key system administrator or his/her designee shall issue all keys. The key system administrator shall be responsible for correctly storing, issuing and receiving returned keys (cards or fobs). The key system administrator shall issue keys to district level employees. The key system administrator's designee at the school level shall be the principal of the school. The principal or his/her designee shall issue/maintain keys for their school.
- 2) Prior approval must be obtained for issuance of any key.
 - a) Request for approval may only be made in writing by the superintendent, assistant superintendent, principal, assistant principal or director.
 - b) Approval of key issuance may only be made in writing by the key system administrator.
- 3) A [key request form](#) must be **completed by the principal and submitted** to the key system administrator for the approved key holder at receipt of each key.
- 4) The submitted key request form shall become part of the permanent key record to be maintained by key system administrator.
- 5) Keys/cards/fobs shall be issued to all 10- and 11-month employees at the beginning of the school year and returned by the same method of issuance (the key request form submission) at the end of the school year, unless earlier due to early leave or dismissal.

B) Key Holder Responsibility

- 1) Individual key holders shall remain responsible for the original issue keys at all times.
 - a) Keys will only be issued to HPS employees and those who contract to work for HPS.
 - b) Key holders are required to notify the key system administrator through their site supervisor immediately of the loss of any key.
- 2) Loss of key, card or fob shall result in a replacement/re-keying fee as follows:
 - a) Employees:
 1. Twenty dollars (\$20.00) per interior key or card/fob.
 2. Fifty dollars (\$50.00) per exterior key or card/fob.
 - b) Contractor: \$200 for any key, card or fob.

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* Keys/cards/fobs may be replaced once the fee is received by the HPS Finance Department. If keys/cards/fobs are not returned in the case of leave/departure from the District and the fee is not paid to the HPS Finance Dept, then the fee shall be deducted from the last paycheck.

- 3) The superintendent or key system administrator may make request for return of any or all keys at any time. Keys are and shall remain property of HPS.
- 4) Duplication of any key shall only be made at the request and approval of the key system administrator. Key duplication shall be made only by the HPS' locksmith.

C) Storage

- 1) Keys shall be returned to the key system administrator. Spare keys shall be stored in an approved cabinet in a secure site. Each return shall be noted in the permanent key records with accompanying initials, dates and time.

Violation of these procedures may be considered misuse of school property and will result in corrective action up to and including termination of employment or contract.

II. Master and Grandmaster Maintenance Key Level

- A) Master keys may be issued and/or duplicated only at the request and approval of the key system administrator.
- B) Grandmaster keys, maintenance keys, and all keys of a level higher than master keys may be issued and/or duplicated only at the request and approval of the key system administrator.
- C) All maintenance keys and keys of a higher level than master keys, shall only be issued and returned to the key system administrator.
- D) All keys shall be cut from factory issued blanks with lock manufacturer's logo on the bow only. Newly cut keys shall be "code-cut" or duplicated from an unused file key (not duplicated from a used key).
- E) All keys shall be cut only from the lowest intended keyway blank.
- F) All cut keys shall be stamped with key designation, using the manufacturer's nomenclature, such as AA1, BA, etc. All cut keys shall be stamped with "DO NOT DUPLICATE" and a key serial number.
- G) All new designations (bittings) shall be obtained from the manufacturer and shall be recorded as part of the permanent key records.
 - 1) Additional (new) construction shall include bitting lists (in document form) obtained from cylinder supplier. This list shall be kept as part of the permanent key records.
 - 2) The designated key system administrator shall keep all key records secure.
- H) All keying and pinning of cylinders shall incorporate only cylinder manufacturer's standards for pins and cylinder parts.