

Business and Noninstructional Operations

DISTRICT KEY POLICY

AR 3515.8

The purpose of this key control policy for the Pasadena Unified District is to:

1. Protect the welfare and safety of the district's students and employees
2. Minimize financial losses to the District from theft, vandalism, unauthorized entry and/or misuse of its facilities.
3. Provide manageable controls for the distribution and accountability of keys
4. Insure and maintain the integrity of the lock and key system

POLICY

It is the policy of the Pasadena Unified School District to promote the security of District personnel and appropriate access to District property. This policy describes the control of, the use, and possession of keys to District facilities, equipment, and vehicles, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) responsibilities regarding lost keys, (F) eligibility for possession, (G) provision for contractor access, and (H) key and building security.

APPLICATION

The process for issuing keys, assessing the cost of replacing keys and increasing the efficiency and accountability in the management of this operation are established in the following procedures.

1. All keys issued by the Pasadena Unified School District remain the property of the Pasadena Unified School District and shall not be duplicated, loaned, and/or used by other than the person to whom they are issued.
2. The criteria for justifying the issuance of keys are based on the need to enter those rooms or that area in which one's normal duties are performed. The lowest level of entry key shall always be the level of key issued.
3. For purposes of administering this program, the district's locksmith, under supervision of the Director of Maintenance & Operations shall act as the key control officer. The principal at each school and the administrator at each non-school site are responsible for key control and inventory at their respective locations.
4. A master record of all keys issued to employees throughout the district shall be maintained at the Maintenance & Operations Department.

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5. The following persons shall be personally and financially responsible for the issuance, maintenance, and return of all keys under their jurisdiction:
 - Superintendent/Superintendent Designee
 - Principal
 - Assistant Principal
 - Administration of School Site
 - Department /Division Head/Director/Chief
 - Director of Food Service for Food Service Areas
 - Director of Maintenance & Operations
6. The Principal/Administrator may delegate the procedures involved in administering this policy, but they cannot delegate the responsibility.
7. In the event of a suspected or known loss, theft, or unauthorized use of keys, the Principal/Administrator shall notify the Maintenance & Operations Department immediately.
8. The Principal or administrator of each site shall maintain a complete record of keys assigned to its staff. An annual inventory of keys shall be sent to the Maintenance & Operations department at the beginning of each school year.
9. All authorized substitute keys for use by substitute custodians, substitute teachers shall be kept in the vault or safe at the site to which they operate.
 - (a) Non Master Keys are issued by the Site Administrator at the site/facility to designated temporary personnel or subs. All sites/facilities have keys in stock for this situation. These keys are to be returned at the end of the assignment/day.
 - (b) Facility Master Keys are maintained at the work location for substitute custodian use. These are to be turned in to the Head/Supervising Custodian or designee at the end of the shift to be locked in an approved secure location. These key sets are not to leave the facility for any reason.
 - (c) Master Keys are not issued to temporary or substitute personnel.
10. The District shall be reimbursed by the Principal/Administrator or person to whom the key was issued, for the loss of any key issued under this policy.

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11. Persons issued keys shall, at all times, take reasonable precautions to prevent their loss or theft. Damage suffered by the District resulting from the loan of a key or loss of a key through negligence is the direct responsibility of the person to whom the key was issued.

KEY SECURITY

1. No keys are to be duplicated except through the Maintenance and Operations Department. Only authorized personnel of the District Lock Shop are authorized to duplicate keys. Duplication by anyone else is in willful violation of this policy. The employee will be held financially liable where damage or loss to District property results from such action, and may be denied the privilege of having a key. Please note responsibility and legality regarding keys as follows:

Excerpt from the Penal Code by the State of California. #469.7 [Knowingly making, duplicating or possessing etc., key to premises owned by state or subdivision.]

“Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board or commission, a county, city or any public school or area of his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.” [1970 ch 1090 S.1.] 21 Cal Jur 3d criminal Law #2499.

2. All keys issued to any employee must be accounted for before clearance is granted upon separation from the District or final check issued at the end of the year.
3. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks, lock changes and additions within a department shall be procured only through the Facilities Services Division Maintenance and Operations Department. Facilities, used in this policy, shall include door locks, alarm locks, desk locks, district vehicles, gates, etc., excluding lockers.
4. All keys held by persons on less than an eleven (11) month basis shall be turned in as part of the checkout procedures at the end of each school year. These keys shall be kept in a vault or safe until reissued in the Fall. Keys no

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longer needed shall be returned to the Lock Shop. An annual audit of the key issuance/record form by the Principal or Site Administrator shall be performed on all keys held by twelve (12) month employees.

5. The schedule of reimbursement for a lost or missing key shall be as indicated under Lost or Missing Keys. A key shall not be replaced without evidence of payment in the form of an executed cash receipt voucher issued by the Accounting Services Department.
6. The key system is designed to correspond to room and equipment numbers. No changes are to be made to the assigned room numbers, as this will affect the records and inventories in the Lockshop.
7. Loaning of Keys is Expressly Prohibited
 - (a) Keys are not to be issued, loaned or used by students at any time. Keys found with students will be collected and turned over to the site administrator.
 - (b) Keys are not to be left in desk drawers, mailboxes, etc., day or night.

KEY ISSUANCE PROCEDURES

1. The responsible principal or authorized administrator will make request for keys on the Key Request Form (see sample form – Appendix A to Exhibit) or through the Maintenance and Operations Work Order System.
2. Keys may be requested for regularly appointed District employees for the duration of employment.
3. Obtain appropriate Administrator signature, in accordance with Key Policy.
4. Submit completed key request form to Maintenance and Operations Department.
5. Receive and sign for authorized keys at School Site Office or Maintenance and Operations Office.
6. Turn in keys when no longer needed or prior to issuance of final pay warrant. Periodic auditing of issued keys may be requested. Keys to be returned to the Maintenance and Operations Department.

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7. Duplicate of outstanding (uncleared) keys will not be issued.

DISTRIBUTION OF KEYS

1. Site Master Keys: Will be issued to elementary school principals, assistant principals, head custodians, night custodians, high school principals, assistant principals, maintenance mechanics and district tradesmen.
2. Site master keys may also be issued to school office managers, specific program directors, assistant directors, and department managers as needed.
3. Classroom, cabinet, workroom, elevator and restroom keys will be issued to Teachers, Sub-Teachers, Teacher Aids and after school LEARNS Coordinators by the site designated key control person.
4. Only one key per classroom shall be issued to the assigned teacher except where, due to double use or double sessions, more than one teacher is assigned to the classroom.
5. Keys for filing cabinets, desks, wall cabinets, and other non-security areas will be issued to personnel as needed by the site designated key control person.
6. The cafeteria and food service storerooms are to be on an individual key and available only to Food Services personnel.
7. Restrooms and Staff Lounge will be on an individual key.
8. All Education Center key requests will be processed through the Business Services Office.
9. Gate keys open locks to gates. These locks are to be used exclusively for gates. Gate keys are assigned by the Maintenance and Operations Department and Office Managers.
10. Keys for district buildings and properties shall not be issued or loaned to students.
11. As a rule, gate keys will not be issued. A site administrator or program director can request a gate key for an individual and that request (may/may

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not) be granted on a limited basis pursuant to site-specific responsibilities and needs.

12. Keys for high school athletic areas will not be issued to walk-on coaches who are not district employees. All opening and closing of athletic areas will be done by site custodial staff during regular school and activity hours. Access for events occurring outside of regular hours will be done by site permit and prior arrangements for custodial staffing.
13. All keys requested by other site personnel are to be evaluated and approved by the principal/site administrator and issued by site designated key control person.
14. All keys are to be returned at the end of each school year or if an employee is absent for an extended personal, medical, workers' compensation leave or vacation. An extended leave is considered to be more than two weeks. Winter and spring recess periods are not considered extended leaves. Keys are to be returned to the site designated key control person at each work location.
15. All keys are to be returned to the site designated key control person and reported to the Maintenance & Operations department upon an employee's transfer, resignation, retirement, or termination.
16. Keys for vendors needing regular access to district grounds and buildings for trash pickups, food deliveries, or other occurrences outside of regular site or department operating hours, shall be coordinated through the Maintenance & Operations department. A signed vendor key acceptance form and a copy of the driver's license of the receiving party will be required before keys may be issued. The contracting department is responsible to recover the keys at the end of the agreement.
17. Keys for construction contractors shall be issued by the Maintenance & Operations department upon receiving the request in writing from the district's facilities office or designated project manager. Contractors shall return keys to the Maintenance & Operations department or the project manager at the end of the job and before final payment is made.
18. As a matter of policy, keys shall not be distributed for civic center use of district grounds and buildings. However, in extreme circumstances or joint use agreements that would warrant issuance of keys, such keys shall be coordinated through the Civic Center Permits Office and Maintenance &

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Operations. A signed key acceptance form and a copy of the driver's license of the receiving party will be required for all issued keys. The Civic Center Permits Office will be responsible to recover the keys at the end of the civic center use.

19. Principals/site administrators shall not allow any installation of locks or any door hardware by staff or outside contractors at their sites unless written permission is obtained from the Maintenance & Operations department.
20. All lost or stolen keys are to be reported to the principal/site administrator and the Maintenance & Operations department immediately.
21. All keys are to be returned to the designated site key control person or the Maintenance & Operations department upon an employee's transfer before new keys can be issued for their next work location.
22. District keys should not be left unattended, in a desk drawer, mail box, vehicle, or any other location that may be subject to theft or unauthorized use.
23. Each principal/site administrator is responsible for coordinating keys returned to the office for complete inventory at the end of each school year. Keys are to be turned in to the designated site key control person on the last working day specified by the contract/agreement.
24. Any worn or broken keys should not be discarded, but are to be returned to the district locksmith. Replacement of broken or unusable keys will occur only upon return of the damaged key and a replacement requisition.

LOST OR MISSING KEYS

1. Keep your keys in a safe location at all times. Keeping your keys in any vehicle is not deemed safe. If the vehicle is broken into and keys are stolen, you will be responsible to pay the replacement costs.
2. Send complete Lost or Missing Keys Form (see sample Appendix B to Exhibit) and copy of Receipt of Payment for Lost or Missing Keys by facsimile or interoffice mail to Maintenance and Operations Department. This will initiate a Work Order to replace keys. Keys will be available for distribution within forty eight (48) hours or the next business day.

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3. CHARGE FOR LOST OR STOLEN KEYS:

Great, Great, Great Grandmaster Master Key \$2,500.00
Master Key \$500.00
Sub-Master Key \$250.00
Master Gate Key \$500.00
Individual School Site Gate Key \$150.00
Single lock \$100.00 (classroom/office/restroom/kitchen/auditorium, etc.)
File cabinets, desk, district vehicles \$10.00
District Vehicles with transponders \$100.00
Allen Wrench Key (panic bars) \$3.00

4. If the lock must be changed for security reasons, actual costs of re-keying may be charged to the department/school originally authorizing the keys and/or the individual to whom the keys were issued.

5. The schedule of reimbursement for a lost or missing key shall be as indicated under CHARGE FOR LOST OR MISSING KEYS:

- a) A key shall not be replaced without evidence of payment in the form of executed cash receipt voucher issued by the Accounting Services Department.
- b) A refund for the cost of lost or stolen keys will only be issued if the locks to the lost or stolen keys have not been changed and the replacement keys have been returned to the Facilities Services Division Maintenance and Operations Department.

Regulation

Approved: May 22, 2000

Revised: December 11, 2014

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California