

BUILDING SECURITY—KEYS, SECURITY/PROXIMITY CARDS AND LOCKING SYSTEMS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted, August 1982 Revised July, 1984 Revised July, 1988 Revised July, 1998 Revised February, 2005	Keys Proximity Cards Security Security Cards

The security of buildings requires continued surveillance by all employees and proper control of keys, security/proximity cards, security numbers, and locks. Any employee who has been issued a key and/or a security/proximity card to any school property in School District No. 25 must assume responsibility for custody and appropriate use of such key and/or security/proximity card. School District No. 25 policy is to maintain the best building security possible to limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Keys are not to be duplicated except by a work order submitted by the person who issued the keys to the employee and approved by the Superintendent or designee.

Keys and security cards are not to be loaned under any circumstances. Security/Proximity Card Numbers are not to be given to any person under any circumstances.

Employees who have lost a key(s) or security/proximity card(s) must report such loss to the supervisor who issued the employee the key(s) and/or security/proximity card(s). The supervisor will report the loss to the District Locksmith so necessary precautions can be taken. If the employee is unable to find the key(s) or security/proximity card within five (5) calendar days, such employee will be required to pay for the security/proximity card - \$15, and key(s) lost at the following rate per key: inside key--\$15; outside key--\$30; master key--\$100; grand master key--\$200.

All employees at the close of the school each spring, except those who will continue their work in the buildings during the summer (principals, custodians, maintenance personnel, etc.), must check their key(s) and security/proximity card in to the person who issued them. An employee who terminates during the school year must return all district keys and security/proximity cards to the person who issued the employee the key(s) and security/proximity card(s).