

### **Security/Access to Buildings**

Buildings of the Eagle County School District constitute one of its largest investments. It is deemed in the best interest of the District to protect the investment adequately.

Security should mean not only maintenance of a secure (*locked*) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors.

Each school building shall be inspected annually to address removal of hazards and vandalism and any other barriers to safety and supervision.

1. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons. Keys issued by the District remain the property of the School District, and are on loan to employees.
  - a. Key control shall be the responsibility of the Principal and designated person in charge of keys. 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 established procedures.
  - b. Upon termination or transfer, employees shall turn in all keys to the designated person in charge of keys.
  - c. Key and lock records shall be considered high security items and shall be safeguarded and secured at all times, except when in actual authorized use.
  - d. Master keys will be issued only to authorized individuals on the approval of the Principal.
  - e. Personal property is specifically exempt from the provisions of this policy and is the responsibility of the individual employee.
  - f. Facilities, as used in this policy, shall include door locks and other methods of access control.
  - g. Keys issued in accordance with this key control policy shall not be duplicated by the holder. Keys will be available for inspection on request by School District officials.
  - h. Key transfers require both a key turn in and an issue transaction in the Key/Lock

Record.

i. Except as provided herein, duplication of keys is prohibited. Such action will be grounds for disciplinary action.

j. Procedures

(1) The individual in charge of keys shall maintain the Key/Lock Records. These records will include all facility locks, keys and key holders, and will be considered high security. The records will be maintained at all times. These records will provide the basis for individual key/lock inventory and control.

(2) Keys will only be issued to those individuals demonstrating a need on a continuing basis. Provisions will be made for short-term requirements on a sign-out basis.

(3) Keys and/or locks will be issued to the person in charge of keys when the requestor completes a Key Request Card, obtains the approval of his/her supervisor, and signs the Key Receipt Card. Transactions concerning keys will be recorded in the Key Lock Record and the Key Receipt Card. Transactions concerning keys will be recorded in the Key Lock Record as they occur. Keys will be issued as soon as the Key Receipt Card is signed by the requestor.

(4) In the event of a lost key, the loss should be reported immediately to the individual's supervisor. The supervisor will subsequently report the loss to the Director of Buildings and Grounds. These individuals, along with the security specialist, will jointly determine if a lock change is necessary.

(5) The cost of keys and the cost of re-keying an area will be the responsibility of the person losing his/her key(s).

A maximum "wait period" of two working days will be allowed to provide an opportunity to search for and retrieve lost keys.

There will be a cap on the charge to the employee of \$300, payable either through arranged payroll deductions or direct payment to the District.

2. Records and funds shall be kept in a safe place and under lock and key when required.

3. Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

LEGAL REF.:           C.R.S. 18-9-112  
                          C.R.S. 18-9-117  
                          C.R.S. 22-32-109-1 (5) (building safety and security policy is required  
                          part of school safety plan)

CROSS REF.:           DM, Cash in School Buildings  
                          KI, Visitors to School