

KEY AND ACCESS POLICY

I. POLICY

It is the policy of Middletown Public Schools to promote the security all students and staff and appropriate access to school property. This policy describes the control, use, and possession of keys to facilities, including (A) general provision, (B) design of keying systems, (C) fabrication, (D) responsibility for issuance, (E) responsibilities regarding lost keys/cards, (F) eligibility for possession, and (G) key and building security.

II. PRINCIPLES

A. GENERAL PROVISION.

Unauthorized fabrication, duplication, possession, or use of keys/access cards to facilities of Middletown Public Schools will be subject to administrative/disciplinary action. This action can include job dismissal and/or legal action.

B. DESIGN.

Design of the keying system is the responsibility of the Department of Facilities Management. The design will try to help ensure security and reasonable convenience to personnel occupying campus facilities.

C. FABRICATION.

The Facilities Management Department fabricates all keys/access cards and performs all lock changes for school facilities, except for work performed by on-site contractors under the direction of Facilities Management. Records of keys/cards to school facilities, including the names of individuals to whom keys/cards are issued, dates of issue/return/loss will be maintained by the Facilities Management Administration. School keys will not be duplicated, except by the Facilities Management Department.

D. RESPONSIBILITY--ISSUANCE.

All persons issued school keys or access cards shall at all times be held responsible and accountable for these keys/access cards. Appropriate administrators may request and delegate the issuance of keys and access cards only as necessary and in accordance with the Key and Access Card Eligibility Criteria below.

E. LOST KEYS.

Individuals possessing keys or access cards to school facilities are responsible for such items. Middletown Public Schools reserves the authority to charge individuals for the cost of key/card replacement and/or re-keying of locks caused by loss of keys/cards to school facilities. **All lost keys or access cards must be reported immediately to the appropriate department administrator and the Department of Facilities Management.**

F. KEY/ACCESS CARD ELIGIBILITY CRITERIA.

1. Full Master- Access to all school facilities:
 - a. Superintendent
 - b. Assistant Superintendent
 - c. Director of Facilities Management
 - d. First Call Maintenance Staff

- e. Technology Department
2. Building Master- Access to all locks belonging to a specific building
 - a. Building Administrators
 - b. Lead Custodian
3. Individual Room or Department - Access to areas, as needed, to perform their duties. Building Administrator and Department Head or Director of Facilities must authorize these keys/access cards
 - a. All other staff.

G. KEY AND BUILDING SECURITY.

The individual to whom keys/access card are issued is personally responsible for the use of these items until returned to the Department of Facilities Management. Individuals must personally sign for their keys/access card and shall not transfer or loan their keys/access card to another individual. Key holders shall not "prop" doors at anytime or leave them unlocked during hours when the facility is normally closed. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building. Employees may be issued keys or access cards for the duration of employment.

1st Reading - November 20, 2003

2nd Reading and Approval - December 18, 2003

Revised and Approved - March 16, 2006