

Lock Shop Policy

Purpose

The purpose of the Key Control Policies is to provide the necessary safeguards and security to protect the people, property, and space of SUSD. This policy provides the guidelines and procedures for maintaining control of the key(s) and electronic access credentials used to access SUSD spaces. The objectives of this policy are to provide an official procedure in the control of space that will lead to a greater security in the management of space, the protection of equipment, and the prevention of unauthorized entry. The major objectives are to reduce the number of master level keys and limit the number of keys and limit the number of keys to exterior facility entrances.

This policy shall extend to all Sahuarita Unified School District (SUSD) facilities, including leased or loaned property. A key control program can be considered as only a small part of the total effort required to provide the necessary security for SUSD. To be successful, it requires the understanding and cooperation of all users of school space. Each key holder has the responsibility to exercise caution and care in the space allocated to them. Unauthorized entry defeats the integrity of security. Therefore, earnest attention to security is required by the total school community. Every effort should be made to minimize after-hours access to SUSD facilities unless absolutely necessary to carry out the educational mission.

Preserving the safety of SUSD buildings and equipment should be of high priority for all faculty, staff and students.

Facilities Locksmith

- Establishes and maintains keying systems in coordination with SUSD departments for the purpose of security and reasonable access.
- Locksmith maintains the central key control records and privileges of keys issued to faculty and staff.
- Procures and issues all keys and locks.
- Securely stores all unassigned keys.
- Performs all lock work except that being done on a contractual basis.
- Conducts continuous surveys of locking mechanisms in all school facilities
- Manages Electronic Access to facilities.
- Locksmith investigates reports of lost or stolen keys, misuse of access codes and all attempts to circumvent security systems.
- Locksmith monitors Electronic Access System for emergencies and failures.

Key Requests

Key requests must be approved by the Department Head, or Site Principal

Master keys must be approved by Site Principal only. Faculty and staff members may be issued keys to SUSD facilities based upon need of access. Faculty and staff members must be authorized by the appropriate official. Each individual is required to complete the key request form each time a key is requested. Non-district personnel, vendors and contractors shall not be issued keys on a permanent basis. Contractors, vendors and other personnel may be authorized to sign keys out from the Facilities on a daily basis. Contact the Facilities Locksmith Department for specific guidelines on vendor key requests. Employees who are issued master keys as part of their job requirements should store those keys in a secure manner. A turn around time of 10 business days will be the goal of the department, please plan your needs accordingly. Key requests are processed on a first in, first out basis. If you must have a key issued in less than 10 business days we will need the site Principal to sign off on an exception to the normal turn-around time. Please be aware that this will cause other people's keys to be delayed and that to abuse the exception policy will impact others. Keys will remain available for pickup for 6 weeks, if not picked up they will be returned to the Lock shop and a new key request will be required. Keys will not be issued to students.

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Return of Keys

Upon termination of a relationship with the district, employees must return their keys to the lock shop. Keys should not be simply handed from an exiting employee to a new employee by the Department Head. The Lock Shop shall re-issue keys to new employees upon completion of the appropriate documentation and verification of key numbers.

Worn/Broken Keys

Worn or broken keys will be replaced as soon as possible. Please bring the key or ring into the Lock shop in building #37.

Lost or Stolen Keys

All stolen keys must be reported to the Lock shop. Requests to replace lost or stolen keys must be made only after making arrangements with the business office. Requests must be in writing, include a new (approved) key request and describe the facts surrounding the loss; in particular, the location of the loss, whether or not there were SUSD identifiers on the key ring. Based on the facts involved a decision will be made to replace the key or change the lock(s). Costs incurred, such as parts and labor, for re-keying or changing the locks, shall be assumed by the key holder. The cost assumed by the key holder will not exceed \$2500.00.

Lock Changes and Upgrades

Locks may be changed or upgraded as the needs of the district dictate. As part of a preventative maintenance program, the Locksmith Department routinely replaces worn or obsolete hardware. The Principal, Locksmith Supervisor and the Director of Maintenance may decide to upgrade or change lock hardware as necessary to maintain campus security. Any re-keying or lock changes initiated by a Department Head or chairperson for any other reason will be the financial responsibility of the department.

Audits

The Facilities Lock Shop will perform periodic audits as deemed necessary to verify the accuracy of logs maintained in each office area. During these audits, the Locksmith will also investigate to ensure that spare keys are properly secured. In addition, the Internal Audit staff may at their discretion perform similar audits regarding key issuance, return, and control.

Unreturned Keys

The authorizing unit is responsible for securing key(s) from an employee terminating from the district. When an employee terminates from SUSD and fails to return key(s), the authorizing unit must attempt to recover them by whatever means are available. Should attempts fail; the keys will be declared lost. The responsible key holder will be assessed a lost key charge of:

Site Master	\$1000.00 per Key Re key charges not to exceed \$2500.00
Building Master	\$500.00
Change Key	\$200.00

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Desk, File, and Safe Keys

Desk, file, or safe keys are not maintained by the Lock Shop, as these keys do not operate doors or building security barriers. The Locksmith does not maintain a record file of these keys. It is recommended that each department maintain a file of these keys including a spare key so that copy keys can be made in the event of loss. Should the Locksmith be required for these keys, or locks, a work order must be submitted.

Contractors

- Contractors are responsible for the safekeeping of SUSD #30 keys while in possession of them.
- Contractors MAY NOT loan keys to other contractors.
- Contractors MAY NOT use keys to enter areas that are not part of their assigned job.
- Contractors MUST return keys to the Lock Shop at the end of each assignment.
- Should a contractor leave campus with a set of SUSD #30 keys, it will be incumbent upon the contractor to contact the Lock Shop. If the keys are lost the contractor will be held financially accountable.

Work Order Policy

All work relating to doors, closers, locks, and exit devices shall be addressed through the work orders system. The link to School Dude is on the front page of the SUSD website.

Work Order Priority

Work Orders will be completed in the order they are received and as parts are available. The Lock shop will follow an established, prioritized schedule as work orders come in as follows:

1. Any "emergency" to the security of a person or any valuables. Operations emergencies will take priority over staff/faculty emergencies, and the safety of people will take priority over the safety of valuables. These "emergencies" will include a lock malfunction, or a lock that has been damaged by a break-in. Emergencies of this nature do not require a written work order in advance, and will be attended to as quickly as possible.
2. Submitting related work orders crucial to daily operations.
3. Staff / Volunteer work orders crucial to daily operations.
4. Academic/Administrative work orders crucial to daily operations.
5. Academic/Administrative work orders of a non-crucial nature.
6. Any verbal request of a non-emergency nature. (Written work orders that have been processed through the correct channels will always be completed first). Included are operations projects that the Locksmith Crew will be working on at any given time.

Personal Lock Work

Students, staff, faculty, and other community members MAY NOT request work to be done for non-school related things. These include:

- Unlocking or removing a bicycle lock.
- Making copies of personal keys.
- Unlocking a personal vehicle because school keys were locked inside.

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Key Policy Violations:

- Loaning keys without authorization
- Transfer of keys without authorization
- Duplication of keys
- Altering of keys, locks, or mechanisms
- Propping of doors
- Admitting unauthorized persons into the building
- Failure to return a key when requested by the Lock Shop, or authorizing department, or upon leaving the district
- Installing and/or replacing without permission, damaging, tampering with or vandalizing any school lock or security device
- Loss of keys
- Failure by Contractors/Non-employee to return or check in keys at the end of a workday