

# ECA-AR Buildings and Grounds Security

LINCOLN COUNTY SCHOOL  
DISTRICT

Code: **ECA-AR**  
Adopted: 4/24/01  
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Orig. Code(s): R3517

## Buildings and Grounds Security

### 1. Security of Buildings and Grounds

#### a. Purpose

To provide a system and procedure that will facilitate the assignment and control of keys that access LCSD facilities and will ensure the required level of security for all LCSD facilities.

#### b. Scope

The lock control system will include the following areas in all LCSD facilities:

- (1) All exterior doors;
- (2) All interior doors;
- (3) All cabinets and storage areas, except those assigned to students or staff members, for the storage of personal property;
- (4) All athletic fields and play areas;
- (5) Student lockers.

#### c. Responsibility

##### (1) Director of Facilities and Maintenance:

- (a) Issue keys;
- (b) Maintain key control records/master inventory;
- (c) Monitor key control system;
- (d) Direct the installation/maintenance of lock systems;
- (e) Duplicate and/or order keys as required;
- (f) Design and maintain lock control plan and related equipment.

##### (2) Administrator in charge and/or management director(s):

- (a) Regulate use of keys assigned to their location;
- (b) Ensure compliance with the system;
- (c) Determine key requirements within their location;
- (d) Assign and manage keys for their area of responsibility;
- (e) Will be responsible for all keys assigned to them and will be charged in accordance with the fee schedule of any lost or unaccountable key(s).

(3) Superintendent

- (a) Approve lock control plan submitted by the director of facilities and maintenance.

d. Lock Improvement

Hardware installation throughout the district is the following:

- (1) All exterior entry doors with the exception of the exterior doors specified in the licensed employee contract will be keyed alike. Some individual key locks may not be operable by building master key per director of facilities and maintenance, but will be secured with an appropriate/approved security lock system. For special areas such as gymnasiums, multipurpose rooms, etc., all may be keyed individually and all locks master keyed, area master keyed and grand master keyed;
- (2) All individual classrooms and interior doors will be secured with appropriate/approved passage locks keyed individually, and for school master keys, area master keys and grand master keys;
- (3) All gates, sheds and storage rooms secured with padlocks will be secured with appropriate/approved padlocks keyed individually and/or with the corresponding master keys and all locks for area master keys and grand master keys;
- (4) All student hallway lockers will have built-in combination locks and keyed to school locker master keys;
- (5) All student athletic locker locks will have combination padlocks and keyed to school master keys.

e. Lock Installation/Maintenance

- (1) All locks, with the exception of student athletic lockers, are the responsibility of the facilities and maintenance department and will be installed and maintained by that department. Unauthorized locks will be removed and replaced.
- (2) The purchasing and replacement of student athletic padlocks are the responsibility of the individual schools.

#### f. Duplication of Keys

Duplication of keys will be done by the facilities and maintenance department, as authorized by the superintendent, the director of facilities and maintenance or their designee.

#### g. Special Problems/Concerns

Any questions or special problems concerning locks or keys should be directed to the appropriate administrator in charge, who will then contact the director of facilities and maintenance.

### 2. LCSD Employee Key Procedure

#### a. Key Requirements

The director of facilities and maintenance will determine key requirements. Additional key(s) must be asked for on a key request form. Key requests will be sent to the director of facilities and maintenance for approval and issue.

#### b. Key Approvals

Key authorization authority:

- (1) Cabinets, desks and other storage areas: Authorized administrator in charge;
- (2) All inside doors, gates and storage sheds: Authorized administrator in charge;
- (3) All outside building doors other than the staff passage door: Director of facilities and maintenance;
- (4) Facility master keys: Authorized administrator in charge;
- (5) Area grand master key: Superintendent and/or the director of facilities and maintenance;
- (6) Great grand master key: Superintendent and/or the director of facilities and maintenance.

#### c. Key Issue Procedure

The authorized building administrator in charge of keys is responsible to see that the key checkout/ check-in procedures are complied with by the standards set forth by the director of facilities and maintenance.

#### d. Key Assignments

Keys will be assigned to 12-month employees and building administrators for as long as required. Keys will be assigned to school year employees for the school year and must be turned in at the end of the school year. Keys may be reissued to school year

employees for use over the summer months if approved by the appropriate building administrator. It will be the building administrator's responsibility to notify the director of facilities and maintenance in writing, listing those individuals, with key numbers, who have been issued keys over the summer months. The authorized building administrator will reissue keys to school year employees at the start of each school year.

e. Procurement of Additional Keys

The authorized administrator in charge will complete the proper request form and submit it to the director of facilities and maintenance when additional keys are needed for their respective key inventories.

f. Key Return Procedure

(1) Twelve-month employees must return keys when the keys are no longer required, as directed by the supervisor, or upon termination.

(2) School year/Less than school year employees must return keys when the keys are no longer required at the end of the school year, as directed by the supervisor, or upon termination from the district.

All employees, as well as the authorized administrator in charge, will acknowledge the receipt or return of keys by signing in the appropriate place on the key request form.

3. LCSD Nonemployee Key Procedures

a. Key Assignments

Keys will be assigned to approved nondistrict employees for a specific amount of time, with a clear and definite written understanding of times and dates that use will be permitted.

b. Key Issue Procedure

Key agreement: Requester must complete and sign key agreement form, acknowledging his/her responsibility toward liability and compensation in the event the key(s) is lost or stolen, as per appropriate rules and regulations.

c. Key Approvals

Distribution of keys at a building level will be at the discretion of the building administrator. (Refer to building use and fee schedule.) Contractors working for LCSD will receive keys from the director of facilities and maintenance. Building administrators will be advised that a key to their building has been issued for use with date and times.

d. Key Return Procedures

Nondistrict employees must check keys into the department from which the keys were obtained and sign off on the request form.

#### 4. Lost or Stolen Keys

Any individual having lost or had their building key stolen must immediately report the loss to the issuing administrator for that particular facility. The loss or theft of any building key must immediately be reported by memorandum to the superintendent or his/her designee by the issuing administrator in charge, listing the following information: The person/persons involved, key number, approximate date of loss/theft, areas of access involved and signature of responsible person.

A lost or stolen key(s) will result in that person paying for the re-keying or re-pinning of all locks which that key may open. Cost for re-keying will vary. The superintendent or his/her designee will determine the exact cost.