



# Saint Paul Public Schools Key and Access Card Procedure

The Saint Paul Public Schools considers the safety of its students, staff, visitors and property to be of paramount importance and believes that key control is a major component of a comprehensive, District wide, security program.

It is the responsibility of each key/card holder to ensure that these procedures are followed and to maintain the security of District facilities to which they have access.

This Key and Access Card Procedure is intended to provide general operating guidelines needed to protect personnel and facilities while also ensuring authorized access to those areas and facilities necessary for the efficient performance of normal/routine duties and responsibilities. Implementation and administration of this procedure is the responsibility of the Department of Security and Emergency Management (SEM) and the Facilities Department.

## **SCOPE**

This procedure applies to all staff, students, visitors, vendors and contractors requesting access to any District facility or area/room located therein.

## **GENERAL KEY GUIDELINES**

### **1. Ownership of Keys**

The Facilities Department is the authorized custodian for all keys. All keys to District facilities are the property of the District.

#### **Ownership of Access Cards**

Security and Emergency Management (SEM) is the authorized custodian for all access cards. All cards are the property of the District.

### **2. Administration of the Key System**

The Facilities Department's Locksmith Services are responsible for the overall administration of the District key system. It is responsible for the following:

- a. Installation and maintenance of all interior and exterior door keys and cores.
- b. The manufacture and issue of all keys.
- c. Maintenance of accurate controls and records to provide accountability for all keys.
- d. Establishment of procedures to govern issue and control of keys.
- e. Maintain and update key information in District Building Fire Lock boxes.

SEM is responsible for the overall administration of the District Access Control system. It is responsible for the following:

- a. Supply, creation, issuance and programming of all access cards.
- b. Maintenance of accurate controls and records to provide accountability for all access cards.
- c. Establishment of procedures to govern issue and control of access cards.

3. **Site Responsibility**  
Each Building Administrator is responsible for designating a Building Access Coordinator (BAC). BAC's should implement procedures and maintain secondary records to control and account for keys and access cards that they have distributed to District employees. BAC's have the responsibility for collecting keys and cards from individuals upon their departure from the District or transferring from one building to another and for the reporting lost keys. If it becomes necessary to replace one or more locks either because of a lost master key or the loss of a significant number of sub-master or individual keys, the expense of rekeying will be the responsibility of the building who issued the lost key.
4. **Individual Responsibility**  
Individuals may use keys/access cards only in their official capacity for the District. All keys/cards will be returned to the BAC upon departure from the District. In the case of a suspension or termination, keys/cards must be surrendered immediately at the request of a district representative (supervisor, HR, SEM, etc.) Individuals are responsible for a per-key replacement fee of \$20 that must be paid prior to replacement keys being issued.
5. **Duplication**  
Duplication or reproduction of keys by anyone other Facilities Department's Locksmith Services is prohibited.

#### **GENERAL PROCEDURES FOR DISTRICT KEYS/ACCESS CARDS**

6. **Requests for District Keys**  
Keys will be made by the Facilities Department's Locksmith Services upon receipt of a key request form. All key requests must be initiated in TRIRIGA and submitted in advance of the date needed. Failure to have proper authorization will result in keys not being issued and the request being returned to the requesting building.  
  
Requests for Access Cards  
Access cards will be created by SEM upon receipt of a approved request form. All requests must be in writing and submitted through a designated e-mail recipient. Failure to have proper authorization will result in access cards not being issued.
7. **Authorization of Keys**  
Keys for building use will require the authorization of the responsible Building Administrator or the BAC for that particular building. The Building Administrator must designate that the BAC is eligible to approve key requests before Facilities Department's Locksmith Services will honor that individual.  
  
Authorization of Access Cards  
Access cards will require the authorization of the responsible Building Administrator or his/her designee.
8. **Manufacture of Keys**  
The Facilities Department's Locksmith Services will make all keys once a request has been submitted in TRIRIGA. The key will be issued in the name of the building with the BAC listed as the custodian for the key.
9. **Primary Records**  
The Facilities Department's Locksmith Services will maintain the primary records for all keys issued. Records, at a minimum, will include the following information for each key issued:

- a. Key Number
- b. Building(s)
- c. Room(s)
- d. BAC
- e. Date

#### 10. Secondary Records

Each BAC will have the responsibility for those keys which have been issued to a particular building. This responsibility includes proper maintenance of the key distribution records. These records will allow keys issued to a particular building to be transferred among individuals in that building without involvement of the Facilities Department's Locksmith Services and will include the following information:

- a. Key Number
- b. Building(s)
- c. Room(s)
- d. Issued to
- e. Issue date
- f. Received by
- g. Return date
- h. Returned to BAC

#### 11. Return of District Keys/Access Cards

BACs are responsible for collecting keys/access cards from individuals upon their departure from the District. Excess keys should be monitored and returned to the Facilities Department's Locksmith Services when no longer needed. Excess and unnecessary keys in circulation create a liability to the individual buildings. BACs should immediately notify SEM when they are in possession of an employee access card. This will allow for a more efficient deactivation of the card. Cards should then be returned to SEM.

#### 12. Lost /Stolen Keys

In the event that a key is lost, the BAC should report the loss immediately to the Facilities Department's Locksmith Services, as well as file a police report. The BAC must make individuals in their building aware that lost keys should be reported immediately. To obtain a replacement key, a *Key Request* must be completed, with an accompanying police report and \$20 per-key replacement fee. Stolen keys need to be reported to the BAC immediately. A report is then provided to the Facilities Department's Locksmith Services; however, anyone filing a false report will be subject to discipline and/or criminal charges. If it becomes necessary to replace one or more locks either because of a lost master key or the loss of a significant number of sub-master or individual keys, the expense of re-keying will be the responsibility of the building who issued the lost key.

##### Lost/Stolen Access Cards

In the event that a card is no longer in the possession of the assigned employee, the BAC should report the loss immediately to SEM for deactivation. The BAC must make individuals in their building aware that lost access cards should be reported immediately. To obtain a replacement card, a *Key Request* must be completed. Anyone filing a false report will be subject to discipline and/or criminal charges.

#### 13. Worn or Broken Key

A replacement for a worn or broken key will be provided by exchange for the defective key. The BAC should notify the Facilities Department's Locksmith Services using TRIRIGA of the problem and turn in the defective key.

#### Worn or Broken Access Card

A replacement for a worn or broken access card will be provided by exchange for the defective card. The BAC should notify SEM of the problem and turn in the defective key.

#### 14. Keys for Service Personnel

Keys for substitutes and contractors are to be issued on an individual basis. At the end of the work day, each employee's ring of keys will be secured in a locked key cabinet. Contractor's working with the District will need to post a bond in order to be provided keys to District facilities. Contractors who lose or fail to return assigned keys will be financially accountable for the cost of lock changes that are required.

#### 15. Ordering Master Keys

The Facilities Department restricts the issuing of Grand Master and Master keys to District Buildings. Grand Master and Master keys will be issued only to Fire Lock boxes. All other requests for Grand Master and Master keys will be reviewed by the Facilities Department's Locksmith Services. To maintain the integrity of our District Key system, buildings requesting Grand Master and Master keys will be issued Sub-masters in lieu of Master keys. In the event a Grand Master and Master key is required and passes review, the Building Administrator and the BAC must provide a signed letter on their building's letterhead. The letter will require the reason for the key, acknowledgement of the responsibility for re-keying the area affected if the Grand Master or Master Key is stolen or lost and a budget number.

#### 16. Procedure Violations

The following acts are examples of violations of the key/access card procedure and infringement of any of these violations can be disciplined up to and including termination.

- a. Loaning Keys/cards
- b. Transfer of keys/cards without authorization
- c. Duplication of keys
- d. Altering keys, locks or mechanisms
- e. Damaging, tampering or vandalizing any District lock, device or hardware
- f. Propping open secure doors
- g. Admitting unauthorized individual(s) into a District building
- h. Failure to return a key or card when requested by Security and Emergency Management, the Facilities Department, the issuing building, or upon leaving the District.
- i. Failure to report lost or stolen keys/cards

#### 17. Fire Lock Boxes

The Facilities Department's Locksmith Services is responsible for maintaining Fire Lock Boxes for all District Buildings. Fire Lock Box information is confidential and maintained in the Facilities Department and St. Paul Fire Departments only. The Facilities Department's Locksmith Services will audit the fire lock boxes annually. During this audit, the box will be inspected for damage, cleaned, keys inventoried and records updated or verified. The Facilities Department's Locksmith Services will work with St. Paul Fire Departments for adding or deleting keys. The Facilities Department's Locksmith Services will provide yearly updates to St. Paul Fire Departments.

#### 18. BAC Training

The Facilities Department will provide BAC training as needed for new BACs. The Facilities Department will also provide refresher training to BACs as needed and annual communication each August.