

KEY CONTROL/ACCESS TO BUILDINGS

8.111

I. ISSUING AUTHORITY:

The Sarasota County Schools Police Department, Office of Safety, Security, and Emergency Management will oversee all districtwide keying systems. The management of all keys used in a work location shall be the responsibility of the work location supervisor adhering to district-approved keying authorization levels. The Director of Technology, Office of Safety & Security and Emergency Management or designee will review the request of the school principal or authorized program administrator and issue individual keys to personnel where a need for access to an area can be demonstrated. Requests for permanent issuance of keys shall be made only in those instances where an employee requires a key in order to carry out normal activities necessitated by the position he/she holds. The issuance of keys to a new school or renovation projects will only be made at the time of substantial completion with sign-off by the Construction Services Department and the Sarasota County Schools Police Department, Office of Safety, Security, and Emergency Management. By definition of this policy, electronic access control cards (proximity cards) are considered keys.

II. WHO IS AUTHORIZED TO SPECIFIC KEYS:

Access will be given only to the areas where the need is justified. Justification could include but not be limited to the following: work necessities, assigned office, assigned classroom/laboratory, and/or other areas of responsibility. The Director of Technology, Office of Safety & Security and Emergency Management or his/her designee is the approving authority for key and access control proximity card assignments.

III. LOST OR STOLEN KEYS:

Each Cost Center head is responsible for the issuing to staff and inventory of keys and proximity cards. The person issued a key or proximity card shall be responsible for its safekeeping and shall pay for a duplicate key and/or proximity card if lost. Any person losing a key(s) or proximity card(s) must immediately notify their cost center administrator. Notification must be by telephone or in-person. Duplicate or replacement keys/proximity cards shall be obtained only through the Sarasota County Schools Police Department, Office of Safety, Security, and Emergency Management. The unauthorized duplication of keys otherwise is prohibited.

- A. Replacement Key/Proximity Card Costs: Lost keys and proximity cards are subject to a replacement charge of \$10.00 per item for the 1st offense, \$20.00 per item for the 2nd offense, and \$30.00 per item for each subsequent offense.
- B. Replacement classroom change key costs shall be encumbered by the Office of Safety & Security and Emergency Management.
- C. Replacement GGMK/Master/Classroom master key costs shall be encumbered by the Office of Safety & Security and Emergency Management for the first offense per site per fiscal year. Subsequent

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replacement costs shall be encumbered by the Cost Center.

IV. **KEYS AND PROXIMITY CARDS MAY NOT BE LEFT UNATTENDED OR LOANED:**

All keys and proximity cards issued on a permanent basis should be retained at all times by the person to whom issued. Practices such as leaving keys and/or proximity cards on desks, loaning to others, etc. shall not be permitted.

V. **LOCKED DOORS:**

All classroom doors shall be lockable from the interior of the room. All classroom doors are to remain closed and locked while instruction is taking place in the classroom. Classroom doors are to remain locked at all times even when the classroom is empty and the door is open.

VI. **GATES:**

All exterior gates shall remain locked and closed at all times. Any gate open to allow for student entry shall have a staff member posted at the gate with a school radio to prevent access to grounds by visitors that have not been cleared through the office.

VII. **ALARM POLICY:**

During non-school hours, weekends, and other times when school building(s) are armed and secure, personnel assigned a proximity card, alarm code, master key, or key will be held accountable for the proper use of the security alarm system and the physical security of the building. All personnel entering buildings during these times must notify the Office of Safety & Security and Emergency Management.

No employee shall cause a building to be unsecure, unarmed, or otherwise made unsafe via the improper use of a proximity card, alarm code, master key, or key. Building alarms shall be activated/deactivated only as necessary and in accordance with approved school functions, events, and district guidelines. The Superintendent or his/her designee shall develop appropriate guidelines.

VIII. **TERMINATED EMPLOYEES/VOLUNTARY SEPARATION:**

Any person terminating employment, voluntarily separating, or moving to another assignment with the district will immediately turn in all identification badges, proximity cards, alarm codes, and keys to their cost center head or the appropriate District level administrator. It is the responsibility of each Cost Center head to ensure all keys and proximity cards are returned.

IX. **POLICY VIOLATION:**

Any person(s) found to have violated this policy will be subject to disciplinary action.

STATUTORY AUTHORITY:

1001.41(2), 1001.43(4), F.S.

**LAW(S) IMPLEMENTED:
HISTORY:**

NOTES:

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1001.43(4), F.S.

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