



September 1, 2004

ADMINISTRATIVE MEMORANDUM NUMBER FOURTEEN
KEY SECURITY PROCEDURE

Principals are requested to be familiar with the following key control procedures and discuss them with staff members at least once a year, stressing the positive reasons for this procedure. The potential for theft and vandalism make it necessary to have a uniform key security system.

Employees should not have any keys to district buildings or equipment unless they are officially checked out to them. No “floating” or loaned keys are allowed. Any violations will receive disciplinary action, with possible termination. Keys checked out to any employee shall not be transferred to another person when changing rooms, positions or locations. Keys must be checked-in to the building principal or person designated to control keys for that location.

District office employees will check keys in and out through the secretary in the office of Support Services.

1. **DISTRICT GRAND MASTER KEY**

Restricted to authorized individuals in the Granite District Police Department and Support Services Departments (as controlled by the Superintendent or designee).

2. **BUILDING MASTER KEYS** (Master keys should not be left in the building overnight)

A. Outside master keys may be assigned to:

1. Principal, Assistant Principals, and Administrative Interns
2. Community Education Coordinator (assigned to that school)
3. Head Custodian
4. Evening Custodian (for sweepers, see 3. B.)
5. District Office: Superintendency

B. Inside master keys may be assigned to:

1. Principal, Assistant Principals, and Administrative Interns
2. Community Education Coordinator (assigned to that school)
3. Secretary (only as designated by the principal)
4. Custodian
5. Police Officers employed by the district (assigned to that school)
6. Sweepers
7. District Office: Superintendency and School Services Directors

8. District STS assigned to that school or the School Technology Facilitator working at that school (one technology key maximum)

3. SINGLE OUTSIDE DOOR KEYS AT SCHOOL LOCATIONS (Including separate outside classroom buildings)

- A. Keys may need to be checked “in and out” when certain activities are necessary within a school. These must be checked back in at the conclusion of the approved activity.
- B. Sweepers, with security clearance, may be assigned a key to a single outside door of the main building.
- C. Teachers, sweepers, and others needing access to outside classrooms shall be issued appropriate keys.
- D. District Office Staff: as approved by the Office of Support Services.

4. INDIVIDUAL CLASSROOM AND OFFICE KEYS

All individual classroom and office keys shall be authorized and issued only by the recognized building administrator or designee.

5. RESPONSIBILITY

- A. Keys are only assigned to authorized personnel. Any use of keys by personnel to access school facilities that are outside their responsibilities is strictly prohibited.
- B. The principal is responsible for the key assignments in each building and is to make regular and thorough key inspections and immediately report any violations of the District Key Security Procedure to the appropriate member of the superintendency and the District Police Department. At least one inspection each semester shall be made and at any other time deemed necessary.
- C. All individuals assigned keys must be responsible for them. **No assigned keys shall be loaned.** At the conclusion of an assignment, the principal or supervisor is responsible for the return of all assigned keys.
- D. By October 1 of each year, a list of all individuals receiving master or single outside door keys must be submitted to the appropriate School Services director. **The directors will supply duplicate lists to the District Police Department.**
- E. The employee is required to return all keys when requested to do so by the principal or supervisor. Principals and supervisors are responsible for collecting all keys of employees changing assignment or terminating.

6. EXCEPTIONS

Any deviation from the procedure must be requested by the principal and approved in writing by the appropriate member of the superintendency or designee prior to its application.

7. DISTRIBUTION

All keys, both new and replacement, must be made by the district locksmith. When replacement keys are issued by the locksmith, the original key shall be relinquished.

8. SANCTIONS

- A. **Staff members are not authorized to replace district locks of the district locking system with private locks and keys.**
- B. Any employee who violates any section of this memorandum will be subject to disciplinary action. Please note the following from the Utah Code:

KEYS TO PUBLIC BUILDINGS

63-9-21 - "Making keys to buildings of state, political subdivisions or colleges and universities without permission prohibited. –No person shall knowingly make or cause to be made any key or duplicate key for any building, laboratory, facility, room, dormitory, hall or any other structure or part thereof owned by the state, by any political subdivision thereof or by the board of regents or other governing body of any college or university which is supported wholly or in part by the state without the prior written consent of the state, political subdivision, board of regents, or other governing body."

63-9-22 - "Violation–Misdemeanor. –Any person who violates this action shall be guilty of a misdemeanor."

/s/

Dr. Stephen F. Ronnenkamp
Superintendent