SAFE AND SECURE BUILDINGS

A. Introduction

1. Ingham ISD considers the safety of all students and staff to be a priority and a serious issue. This administrative regulation is designed to control access to district buildings, as well as access within a building, thereby enhancing overall security as well as promoting accountability and prevent loss of property.

2. All buildings owned or leased by Ingham Intermediate School District in which Ingham staff work and or students are served, should be secure for the purposes of the building. The facilities manager shall be responsible to provide safe and secure buildings.

3. The main campus buildings will be equipped with card readers. All other buildings will be secured with key locks. For the purpose of this administrative regulation keys/card/fobs are interchangeable.

4. The facilities manager will also work with emergency management officials to ensure all of our buildings are easily accessible to “first responders” in the case of an emergency.

B. Distribution of Keys for Buildings

1. Issuing Authority – The facilities manager or designee, with the advice of the building principal and other supervisory and administrative personnel, will authorize the issuance of individual keys to school personnel where a need for access to the area in question can be demonstrated.

   a. All key requests shall be made to the facilities department. The building/department administrator must make all requests in writing. All requests for keys or changes to access are expected to be made two weeks in advance of the date an individual should need keys.

   b. A key inventory shall be maintained for each building in a key logbook. All keys shall be lettered and numbered. All keys (upon approval) shall be issued from this logbook.
c. A key audit shall be performed at the beginning of the school year and at the end of the school year. All personnel, if requested, shall surrender their keys during the summer months, and may be reissued the same keys at the beginning of the next school year.

2. **Who is Authorized Specific Keys** – Access will be given only to the areas where need can be demonstrated. Justification could include, but not be limited to, the following: work necessities, assigned office, and/or areas of responsibility. Form K1 will be completed by each employee issued keys. This shall be kept on file under the supervision of the facilities manager or designee.

3. **Keys May Not be Left Unattended** – All keys issued on a “permanent” basis should be retained at all times by person to whom issued at all times. Practices such as leaving keys on desks, loaning to student aides, etc. shall not be allowed.

4. **Lost or Stolen Keys** – Any person losing a key(s) must notify the facilities manager or department administrator immediately upon realizing the key is lost to ensure against any comprise in the system. Notification should be made by telephone, e-mail, or in person. Keys that need to be replaced more than once within a year, may be subject to a cost to the responsible employee.

5. **Keys are Not to be Loaned to Unauthorized Personnel** – To protect the integrity of assigned areas, no issued key may be loaned or signed out to anyone not previously authorized by the facilities manager or designee. Authorization will be granted to any person who can demonstrate a need for access.

6. **Keys Shall be as Follows:**
   1. Grand Master (external)
   2. Grand Master (internal)
   3. Building Master (external)
   4. Building Master (internal)
   5. Department Master
   6. Individual Room Keys
   7. Building Card Key (external)

C. **Alarm Policy**

All personnel requesting a Grand Master Key, Building Entrance Master Key, Card Key (24/7 access), Building Entrance and Building Master Key, will be held accountable for the use of the alarm, and security of the building, during non-school days, weekends, and other times when maintenance and custodial staff are not on duty.
D. **Terminated Employees**

Any person terminating employment with the district will immediately turn in all keys to the facilities manager or designee.

E. **Policy Violation**

Any person(s) found to have violated this policy will be subject to disciplinary action and may be responsible for the cost of the damage or theft that results from illegal use of their issued key.

**ADMINISTRATIVE REGULATION**

Approved: June 17, 2008
Amended: