



Shonto Governing Board of Education, Inc. Policy Statement

SUBJECT: Key Control Policy
POLICY NUMBER:
DATE OF ORIGINAL POLICY: 10/7/16

EFFECTIVE DATE: 10/7/16
DATE OF NEXT REVIEW: 12/2019
DATED: 12/2/16

I. PHILOSOPHY:

Shonto Preparatory School's (SPS) key control policy is established for the purpose of promoting a secure campus environment and for maintaining a comprehensive system to efficiently manage the dissemination of keys throughout the campus. Individuals may be authorized to receive keys to conduct their work while limiting access where appropriate so as not to compromise security.

II. POLICY STATEMENT:

It is necessary to maintain key control to uphold the integrity of office and building security. This policy describes the procedures by which control, dissemination, use, and possession of keys to SPS facilities will be managed. The Support Services Department will gladly assist campus departments with key- control and facility access procedures.

III. EXCEPTIONS TO POLICY:

None

IV. AMPLIFYING INSTRUCTIONS AND GUIDELINES:

General Procedures:

1. The Shonto Preparatory School Support Services Department is responsible for maintaining the SPS's key control system and for authorizing the dissemination of keys. SPS keys are school property and may be recovered at any time. Unauthorized fabrication, duplication, possession, or use of keys to facilities of Shonto Preparatory School is a violation of this policy and employees found in violation of the policy may be subject to disciplinary action up to and including termination from employment. Non-employees, contractors, etc. found in possession of unauthorized SPS keys will have their keys confiscated and the individual or individuals will be removed from campus.
2. Those seeking a key to a school building or office must fill out a "Key Request Form," a copy of which is included at the end of this policy. After a key request form is received and approved, the Director of Support Services will request the key or keys to be cut through the Facility Management Department. Design of the school's keying system is the responsibility of the Facility Management Department. The design will ensure security while at the same time reasonable convenience to personnel occupying campus facilities. Facility Management will fabricate all keys and perform all lock changes for facilities, except for work performed by on- site contractors under the direction of Facility Management. Records of keys to SPS facilities, including the names of individuals to whom keys are issued, dates of issue/return/loss will be maintained by the Support Services Office. SPS keys will not be duplicated, except by Facility Management.



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3. Key requests will be reviewed by the Director of Support Services and forwarded to the Facilities Management Department for action, generally, within three (3) working days. All key requests to high security areas (e.g. alarmed areas and exterior doors) or where access is otherwise restricted will be reviewed by the Director of Support Services to ensure the appropriate authorization is received and adequate security measures are maintained.
4. It is the responsibility of each department to adequately maintain control over the distribution of department keys. Principals, department heads and supervisors are expected to comply with the key control policy and to insure that keys are retrieved from personnel who leave the employment of Shonto Preparatory School and return those keys to the Support Services Department.
5. All persons issued Shonto Preparatory School keys shall at all times be held responsible and accountable for their keys and shall not transfer or loan their keys to another individual. Individual SPS personnel must personally sign for their keys.
6. Appropriate administrators may request and delegate the issuance of keys only as necessary and in accordance with the Key Eligibility Criteria and Key Issuance Procedures below.
7. Unassigned duplicate keys shall be maintained in a safe or a secured box at the Support Services Office.
8. The loss of a key must be reported to the Superintendent and/or the Director of Support Services upon discovery of the loss, and the employee may be required to pay for rekeying or replacing all affected locks.
9. Use of keys for unauthorized purposes will be cause for surrender of keys. Employees will be subject to discipline and/or dismissal for unauthorized use of keys.

Key Eligibility Criteria

Master Keys

As a general rule, distribution of grand master and building master keys should be highly restricted. Master keys will only be distributed upon the approval of the Director of Support Services.

All requests for master keys will be reviewed by the Director of Support Services to insure proper security protocols are followed. At no time will a master key be issued whenever the issuance of such a key is determined to compromise the safety and security of the school community.

Type of Key Authorization Required

- Unlimited access (Grand Master) the Superintendent, Business Manager, Director of Support Services, Director of Human Resources, District security personnel, Facility Manager, Lead Maintenance Worker and buildings and grounds standby personnel.
- Limited access (Building Master) - building principals, assistant principals, custodians to their assigned buildings, and supervisors for the respective areas or activities. A request may be made to issue admin assistants with a master key, however justification for the request will be needed and the administrator {building



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level) may also be held fiscal responsibility for lost keys (Access to all locks within building)

- Individual door lock (classroom door, office door) teachers, administrative assistants, and others that have individual offices.

Key Request Procedures

Employees

1. Keys may be requested for full-time and part-time employees of SPS for the duration of employment. Complete Key Request Form.
2. 10- and 11-month employees will turn in keys to the Support Services Director prior to departing for summer break
3. Obtain appropriate approving signature, in accordance with the Key Eligibility Criteria.
4. Submit completed form to Director of Support Services.
5. Director of Support Services will review the key request form and, once all information is verified, send the request to Facility Management for the key(s) to be cut.
6. Keys will be delivered to the Support Services Office and the employee will be notified to sign out for keys.
7. The employee will be required to sign a receipt for authorized keys in person including acknowledgement of fiscal responsibility for lost keys.
8. All keys must be returned to Support Services Office at termination of employment (faculty and staff). The employee's final paycheck shall be held pending return or clearance of outstanding keys.
9. Periodic department audits of issued keys may be requested to ensure policy compliance.
10. Requests for duplicates of keys that cannot be accounted for will not be authorized until a report is filed with the SPS Security Office and may require a report to be filed with the Navajo Nation Police.

Contractors

Keys required by contractors or other non-SPS users to access areas on campus to conduct their work must be authorized by Facility Management and Director of Support Services. Key rings will be stored at SPS Security Office for contractors hired by SPS to perform work on campus.

The Facility Management Department will provide SPS Security with a list of the names of contractors authorized to receive designated key rings. Contractors authorized to receive keys must show photo identification to sign out and return keys at the SPS Security office. Information as to who is issued keys, when they are signed out and returned will be recorded by SPS Security.

SPS keys issued to contractors must be returned at the end of each business day. At no time will a contractor be allowed to keep a key ring overnight. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the



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contractor and/or his or her company to which the keys were issued and final payment for services provided will not be made until all issued keys are returned.

Lost or Stolen Keys

1. Lost or stolen keys should be reported immediately to the Superintendent and/or the Director of Support Services.
2. NOTE: An incident report will be generated documenting the circumstances of the loss. Replacement keys will not be issued unless an incident report is completed.
3. Replacement keys must be ordered using the "Key Request Form." Signature of appropriate authorizing party must be obtained prior to submitting the form to the Director of Support Services.
4. Submit the Key Request Form to the Director of Support Services, Shonto Preparatory School

Charges

Grand Master Key	\$ 1,000.00
Building Master Key	\$ 150.00
Sub Master Key	\$ 100.00
Single Lock/Building Entrance Key	\$ 50.00

Note: Lost key charges will be refunded if keys are found and turned in to the Support Services Office within 30 days of loss or it has been determined by the Superintendent that the loss of keys was not negligent.

If the lock-core must be changed for security reasons, actual costs of re-keying will be determined by the Facility Management Department and the cost may be charged to the department originally authorizing the keys and/or the individual to whom the key(s) were issued.

A request to have the lock-core changed can be initiated by the Superintendent, Director of Support Services or the building administrator.

Key and Building Security

1. The individual whom keys are issued is personally responsible for the use of said keys until returned to the Support Services Office.
2. Key holders shall not prop or otherwise hold doors or windows open or leave them unlocked during hours when the facility is normally closed. Staff found responsible for not securing propped doors and windows during normal closed hours will have their names forwarded to their building administrator.
3. If for some reason you cannot lock a door with your key, contact SPS Security.
4. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building. Report suspicious persons to SPS Security immediately.



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Unlock Requests

In the event that access to an otherwise secured area is required, the following procedures should be followed:

General Classrooms

Building custodians or SPS Security are responsible for unlocking general classrooms.

Offices

Individuals locked out of their own offices should contact SPS Security for assistance. An officer will be sent to verify identification and unlock the area in question.

NOTE: SPS Security will only unlock offices for individuals assigned to that office. Requests by individuals for access into an office not their own will not be honored without the approval of the person who occupies that office. Exceptions may be made based on extenuating circumstances, at the discretion of the Lead Security and/or the Director of Support Services, and upon proper identification of the party requesting access and documentation as to the reason why access is needed.

Other Areas

Generally speaking, access into locked areas on campus must be authorized by the person in control of the area in question. Where a building administrator is assigned (e.g., Storage rooms), the building administrator will be responsible for unlocking areas within the facility under his/her control.

Emergency Access

In case of emergencies (e.g. urgent maintenance, fire, etc.), the SPS Security Department and Facility Management Department may need to enter an area such as offices or classrooms.

Building Access

With the exception of residence halls, most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of business and during designated hours on weekends and holidays, depending on the variety of events and activities taking place on campus. Once buildings are secured, persons requiring access to academic or administrative buildings on campus must contact the SPS Security Department at (928) 206-9280 to obtain access. An employee's department head shall approve off-hours access into buildings if it is necessary for the employee's work responsibilities.

A request for off-hours access must be made in writing to the Director of Support Services. Under no circumstance will access be granted whenever that access is determined to compromise the safety and security of the community and/or SPS's facilities.



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Facility Management Access {Off-hours):

Facility Management staff that are required to access areas on campus during off-hours will be required to check in and out with SPS Security. SPS Security will document the arrival and departure times of the staff, the location accessed and the reason access was needed.

Summary

The goal of this policy is to encourage all members of the Shonto Preparatory School community to take responsibility for ensuring building security by complying with the key control measures outlined in this policy. Cooperation and compliance with this policy is necessary.

V. DELEGATION OF AUTHORITY:

The Director of Support services will review the contents of this policy with his or her staff.

VI. REPORTS:

None

VII. FORMS:

Key Request Form


VIII. EXPIRATION:

This policy shall expire within three years from its approval date.

IX. SIGNATURE BLOCK:

Submitted by: Lemual B. Adson Date: 10/7/16
Superintendent

1st Reading: October 7, 2016
2nd Reading: November 4, 2016
3rd Reading: December 2, 2016

Established: 
Martha Tate, President
Shonto Governing Board of Education, Inc.



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SHONTO PREPARATORY SCHOOL KEY REQUEST FORM

The Shonto Preparatory Schools Support Services Department issues keys that control access to buildings, offices and learning spaces on campus during normal operating hours: Monday-Friday 6:00am-10:00pm. Shonto Preparatory Security may provide access to School facilities outside of these operating hours.

Keys may not be duplicated, loaned or transferred to others.

Lost or stolen keys must be reported to the Security Department Immediately.

A fee will be charged to replace lost or stolen key(s). If the lock-core must be changed for security reasons, actual costs of re-keying will be determined by the Facility Management Department and the cost may be charged to the department originally authorizing the keys and/or the individual to whom the key(s) were issued.

Charges :

 Grand Master Key- \$1,000 Building Master Key \$150 Single Lock \$50 Please

print legibly. Provide ALL information requested.

Requestor

Department

Date

BLDG	ROOM##	ITEM	NEW	Replacement	•STOLEN	•LOST	••BROKEN

Justification :

Key Request Approved By:

Direct Supervisor

Date

Facility Manager

Date

Building Administrator

Date

Director of Support Services Date

Comments:

Issued By

Date

Received By

Date

•stolen/lost key(s) replacement request must have a security report attached.

•• Damaged key(s) replacement request must have the damaged key part(s) attached.



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