

## Procedures to Policy 808 - Key Access Control to Buildings and Sites

### I. General Guidelines for Building Metal Keys

The Buildings and Grounds Department will be responsible for issuance and record keeping of all metal keys.

- a. Lost metal keys will be reported immediately to the building Principal(s) and the Director of Buildings and Grounds.
- b. Replacement cost for standard (regular access) metal keys **\$50.00** per key. *The replacement cost will be charged to the person who is responsible for the metal key or keys.* Replacement metal keys will not be reissued until a fee is paid.
- c. Replacement cost for metal **Building Master** keys **\$250.00** per key. *The replacement cost will be charged to the person who is responsible for the metal key or keys.* Replacement metal keys will not be reissued until a fee is paid.
- d. Replacement cost for metal **Grand Master** keys **\$500.00** per key. *The replacement cost will be charged to the person who is responsible for the metal key or keys.* Replacement metal keys will not be reissued until a fee is paid.
  1. Broken or non-working metal keys will be returned to the Buildings and Grounds with no replacement charge and reissued if necessary.

#### A. Permanent School Employees

1. All metal keys are issued by the District and will remain property of the District.
  - a. All metal keys must be returned to the Buildings and Grounds Department upon completion of service.
2. Metal keys are issued on the basis of need. The needs of the employee will be determined by the building Principal and Buildings and Grounds.
  - a. Metal keys are to be safeguarded and remain solely in the possession of the person whom they were issued.
3. Access requirements are reviewed and contingent on job requirements.
  - a. Issuance of the Building Master metal key is typically limited to building maintenance personnel and Administrators.

#### B. Substitute Employees

1. "Substitute" metal keys will be issued to individuals who are subbing within the buildings of Northfield Public Schools.
  - a. Such metal keys will be temporary and need to be turned in at the end of the assignment.
  - b. Metal keys are to be safeguarded and remain solely in the possession of the person whom they were issued.

### II. General Guidelines for Building Identification Badge Keys

#### A. Permanent School Employees

1. The District's identification badge system is multifunctional and allows staff to:

- a. Gain access to the building(s) where they work.
  - b. Clock in and clock out for their shifts using one of the District's proxy readers (hourly staff).
  - c. Pay for breakfast or lunch in the District cafeterias.
  - d. Check out materials from the District's media centers.
  - e. Free access to sporting events, excludes finals or sections.
2. All building identification badge keys are issued by the District and will remain property of the District.
- a. All identification badge keys must be returned to the Human Resources or the Buildings and Grounds Department upon completion of service.
  - b. Lost identification badge keys will be reported immediately to the building Principal(s) and the Director of Buildings and Grounds.
  - c. Replacement costs for lost identification badge keys will be **\$10.00**.
    - Broken or non-working identification badge keys will be returned to the Human Resources or Buildings and Grounds with no replacement charge and reissued if necessary. Broken identification badge keys need to be turned in when a replacement badge key is issued.
3. Access requirements are reviewed and contingent on job requirements.
4. Building access represents recognition of trust and responsibility.
- a. Person(s) accessing District Buildings after normal hours will review procedures for entering and leaving that building. Part of this will be learning the procedures for arming or disarming the alarm system of that building.
  - b. Person(s) accessing District Buildings before and after hours and which results in triggered false alarms will carry consequences outlined below. Each instance will be reviewed by the appropriate administration to determine the problem and the offender. There will be reasonable discretion used when there is an honest mistake or error. Fines will be administered by Human Resources and all fines need to be paid within 10 days upon receipt. Fines may be paid in cash, check or by credit card.
- **Finable offenses:**
1. Not properly following the proper check-in and check-out procedures at the alarm, thus resulting in a false alarm.
    - a. Failure to disarm or arm the building.
    - b. Failure to write your name in the designated whiteboard (if applicable to building) to indicate to others whether you are in the building.
  2. Not adhering to the rules of the Building Use Policy/Agreement with Community Services. Times must be accurate which will allow for administration or other designated school/building official to properly lock and unlock doors electronically.
  3. Offenses:

- a. **1<sup>st</sup> Offense:** Meeting with building administrator or designated “other” building official to go over the process for arming and disarming the building. This will be signed off by both parties.
- b. **2<sup>nd</sup> Offense:** \$50.00 fine and meeting with the Director of Buildings and Grounds.
- c. **3<sup>rd</sup> Offense:** \$50.00 fine and restricted use of Identification Badge Key to “regular” Monday-Friday building hours for 6 months.

#### B. Substitute Employees

“Substitute” Identification Badge Keys will be issued to individuals who are subbing within the buildings of Northfield Public Schools. Such badges must be worn whenever the individual is in school buildings. Such badges will be temporary and do not need to be turned in at the end of the assignment.

#### C. Volunteers/Visitors

Visitors and volunteers to school buildings are required to follow the processes and procedures in place in each district school building.

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Procedures 808 KEY ACCESS CONTROL TO BUILDINGS AND SITES  
NORTHFIELD SCHOOL DISTRICT NO. 659  
Northfield, Minnesota

*Legal References:* Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

*Cross References:* Policy 903 and Procedures - Visitors to School District Buildings and Sites