

# ADMINISTRATIVE PROCEDURES

EB

## BUSINESS MANAGEMENT BUILDINGS AND GROUNDS – Keys and Proximity Cards

MARCH 9, 2009

### Introduction

Livonia Public Schools considers the safety of all students and staff to be a priority. This procedure is designed to control access to District buildings, as well as in the buildings, and thereby enhance overall security as well as promote accountability and prevent loss of property.

In conjunction with the key and proximity card procedure, a replacement cost will be established for all lost keys and proximity cards.

The following is a list of costs for lost keys and proximity cards.

- 1<sup>st</sup> time - \$15.00
- 2<sup>nd</sup> time - \$30.00, within a 12-month period
- 3<sup>rd</sup> time - \$50.00, within an 18-month period

### Distribution of Keys

1. Issuing Authority for Keys – ~~Director Administrator~~ of Operations or Designee  
Issuing Authority for Proximity Cards – Administrator of Public Safety or Designee  
With the advice of the building principal and other supervisory and administrative personnel, we will authorize the issuance of individual key(s) to school personnel where a need for access to the area in question can be demonstrated. ~~Upon receipt of a key and/or proximity card, the employee must sign a “Key and Proximity Card Agreement (Form #2)” and submit it to their building administrator. This form can be accessed on the Intranet under “Staff Central” / “Forms” / “Human Resources Forms.”~~
2. Authorization for Keys and Proximity Cards  
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, assigned laboratory, and/or areas of responsibility. Requests for keys and/or proximity cards will be submitted by the administrator, principal, or supervisor ~~to the Office of Human Resources. on the “Key and Proximity Card Request (Form #1)” located on the Intranet under “Staff Central” / “Forms” / “Human Resources Forms.”~~ The information shall be kept on file under the supervision of the administrator of public safety or designee.

3. Keys and Proximity Cards May Not Be Left Unattended

All keys and proximity cards issued should be retained at all times by the person to whom they are issued. Practices such as leaving keys and proximity cards on a desk, loaning to student aides, etc., shall not be allowed.

4. Lost or Stolen Keys and Proximity Cards

Any person losing a key or proximity card must notify the administrator of public safety or building administrator immediately to ensure against any compromise in the system. Notification should be made by phone, email, or in person.

5. Keys and Proximity Cards Are Not to Be Loaned to Unauthorized Personnel

To protect the integrity of assigned areas, no issued key or proximity card may be loaned or signed out to anyone. Authorization may be granted to persons who can demonstrate a need for access.

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

Proximity Cards shall be as follows:

1. Single Function Card
2. Dual Function Card/Alarm Deactivation

**Keys and Proximity Cards - Requests, Inventory, and Audit**

All key and proximity card requests shall be made to the administrator of public safety and/or the **director of human resources** ~~Assistant Superintendent for Secondary Programs & District Services (or designee)~~. The building/department administrator must make all requests in writing. ~~by completing the "Key and Proximity Card Request (Form #1)."~~ All requests should be made two weeks in advance of the date an individual would need a key or proximity card.

Each building administrator shall maintain a key and proximity inventory for their building in a key/proximity logbook. All keys and proximity cards shall be lettered, numbered, and identified. All keys and proximity cards (upon approval) shall be issued from this logbook.

Each building administrator shall perform a key and proximity card audit for their building at the beginning of the school year and the end of the school year. All personnel, if requested by their principal, shall surrender their key(s) and proximity card during the summer months, and may be reissued the same key(s) and proximity card at the beginning of the next school year.

**Alarm Policy**

All personnel requesting a grand master key/proximity card, building entrance grand master key, or building entrance and building master key/proximity card 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.

**Suspended/Terminated Employees**

Any person suspended or terminating employment with the District will immediately turn in all key(s) and proximity cards to their immediate supervisor or designee for submission to ~~the Director of~~ Human Resources.

**Violation of Administrative Procedure**

Any person who violates this procedure will be subject to disciplinary action.