

**SANTA ANA UNIFIED SCHOOL DISTRICT**

**AR 3512.1(a)**

Business and Noninstructional Operations

Control of District Keys

The following shall be the procedure for the control and issuance of District keys.

**Control of Keys**

1. The site administrator shall determine to whom keys will be issued.
2. Loaning of keys to any unauthorized person is prohibited.
3. Issued keys are to be kept either on the person or in an otherwise secured location at all times.
4. Keys are to be reproduced by Building Services only. Unauthorized reproductions are violative of Penal Code 469.
5. Every District employee shall be directed and authorized to pick up any keys that have been found or left unattended and turn them in to the office of the site administrator.
6. No District employee shall have in his possession or control any key to District buildings or facilities except by means of authorized issue.

**Issuance of Keys**

1. The site administrator shall be responsible for the security of the school buildings and their contents. Strict accountability for keys is required.
2. Issuance of a Plant Master Key shall be limited to:
  - a. Principal
  - b. Assistant Principal(s)
  - c. Day Custodian
  - d. Lead Night Custodian
  - e. Campus Security Representative(s)
3. Issuance of a Building Master Key shall be limited to:
  - a. Department Chairperson
  - b. Secretary
  - c. Night custodian (as required for performance of job assignment)
4. Issuance of a Change Key (room or individual key) shall be limited to:
  - a. Teacher
  - b. Clerical help (as required)
  - c. Substitute teacher

**AR 3512.1(b)**

5. All keys shall be retained by the employee to whom issued and shall never be loaned.
6. Issued keys are to be kept either on the person or in an otherwise secured location at all times.
7. Excluding emergencies, it will not be necessary to issue keys to Building Services employees. Keys will be issued to them by the Building Services Office.
8. Requests for additional or duplicate keys shall be submitted by the site administrator to the Deputy Superintendent, Operations.
9. Badly worn or broken keys are to be replaced. At time of replacement, they shall be exchanged for the new keys.
10. Requests for rekeying for more than one room at any site shall be forwarded to the appropriate Deputy Superintendent, Operations for approval. Upon approval of the Deputy Superintendent, Operations and securing of funds for the work, the Director of Building Services shall authorize the rekeying work to be accomplished.
11. When personnel terminate their assignment, all keys shall be returned to the site where issued prior to issuance of final paycheck.

**Lost Keys**

1. Lost keys are to be reported immediately upon awareness in the following manner:
  - a. A personal report to the site administrator.
  - b. Site administrator or designee shall make an immediate telephone report to:
    - (1) The Deputy Superintendent, Operation's office.
    - (2) The Office of School Police Services.
    - (3) The Building Services Department
2. A Report of Unusual Occurrence shall be completed and turned in to the Office of School Police Services when keys are lost.
3. When an employee loses an issued key, disciplinary action will be authorized by the Superintendent.

Approved: (5-78) 8-98

Santa Ana, CA