

## AP 542 – KEY CONTROL

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### Background

The Division recognizes the integrity of our key control to be essential to the protection of our assets and only provides access to our facilities to authorized employees.

LCSD shall remain the sole owner of all keys to LCSD property, but shall “loan” out the keys to authorized employees. It is the responsibility of all employees to ensure the safe keeping of all keys and fobs.

### Procedures

1. Keys shall only be distributed to Division personnel, with exceptions requiring the Chief Financial Officer’s approval.
2. Copying of keys is strictly prohibited.
3. Keys shall not be loaned to students or unauthorized persons.
4. The individuals responsible for the distribution and collection of keys shall be accountable to maintain a record of keys and their distribution.
5. Authority for key distribution shall be as follows:
  - 5.1 Principal or designate to staff members.
  - 5.2 Chief Financial Officer or designate to caretaking personnel.
  - 5.3 Chief Financial Officer or designate to Division Office personnel.
6. Lost or missing keys shall be reported to the individual responsible for distribution, who will notify the Chief Financial Officer of the loss and ensure that the building is secure until receiving further instruction from the Chief Financial Officer.
7. Replacement of lost keys and fobs shall be paid by the employee whom the keys were issued to. Cost for replacement is \$30/key/fob. Payment for the replacement of the lost keys and fob may be deducted from the employee’s pay.

Reference: Sections 85, 87, 108, 109, 110 Education Act