



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: School Site Key Control
NUMBER: BUL-2374.1
ISSUER: Dan M. Isaacs, Chief Operating Officer
Office of the Chief Operating Officer
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ROUTING
Administrators
Chapter Chairs
Plant Managers

MAJOR CHANGES: This bulletin replaces Bulletin No. 2374, "School Plant Key Control", dated February 27, 2006. It has been updated to reflect current policy regarding the issuance and control of school keys.

GUIDELINES: The following guidelines apply.

I. PURPOSE

The purpose of this bulletin is to state District policies and procedures governing the issuance and control of keys at District school sites. It will delineate responsibilities of central office and school site personnel.

II. GENERAL INFORMATION

The keying systems and schedules for elementary and secondary schools are prescribed by the Maintenance Branch Lock Department of the Los Angeles Unified School District.

All keys are to be numbered and stamped with the school location code and "DO NOT DUPLICATE."

The cost for re-keying a site can range from \$15,000-\$75,000. In the event of the loss of a master key, the Lock Department will only re-key sensitive areas, such as the library, computer lab, cum room, etc. The cost of total site re-keying, when necessary, must be borne by the individual site.

III. MASTER KEYS

The following master keys are authorized for each school site:

A. Masters ("A" and "K" keys)

The "A" key opens all doors except to special rooms. The "K" key opens doors to all special rooms.



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B. Sub Masters

These keys open doors to a smaller group of special rooms.

IV. CHANGE KEYS

Change keys will be stamped with a set number which identifies keys for a specific department, or activity. In general, each change key opens only the door(s) to the rooms identified.

V. KEY SAFE OR SCHOOL VAULT

Each school shall have a key safe or school vault in which all unassigned keys are to be stored. Call the Central Shop Lock Department for information regarding purchasing key safes and vaults.

VI. PROCEDURES TO BE FOLLOWED

- A. The site administrator shall designate one administrator as the person responsible for the control, issuance and return of all keys, and for the maintenance of appropriate records of key distribution.
- B. The site key administrator shall maintain an up-to-date record of the distribution of all keys.
- C. When not actually in the possession of authorized school staff, all keys are to be kept in a locked key safe or vault. This includes custodial keys.
- D. The issuance and receipt of all keys shall be acknowledged in writing and only with the written approval of the site key administrator. An up-to-date record of such information shall be on file in the Local District Office.
- E. Keys are never to be kept in classroom or office cupboards, filing cabinets, in or on desks, or in faculty mail boxes.
- F. Keys shall never be in the possession of students without the express written permission of the site key administrator. Keys shall not be loaned to students to open doors or gates.



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- G. All requests for keys shall be in writing on a completed Key Production Request form and signed by the school site key administrator. These forms may be obtained from the Lock Department at Central Maintenance Shops, (213) 745-1650.
- H. As designated by principal, Master keys ("A" and "K") shall be issued only to the plant manager, administrative staff, and resident School Police Officer. Additionally, a maximum of five master keys may be requested for use by disaster emergency teams. These shall be maintained on a single ring at the site for emergency use only and are not to be issued in advance.

It is important to keep the number of master and specialized keys to a minimum to maintain site security.

- I. Sub masters are to be issued only to school personnel who absolutely need them in the daily course of their responsibilities. They shall be returned to the key safe or vault nightly.
- J. Keys issued to substitute teachers and other District employees (maintenance, etc.) shall be returned daily.
- K. Each school staff member, including substitutes and itinerants, is to be provided a key for access to restrooms and the assigned workstation.
- L. The classroom teacher is to be issued only the keys to his/her classroom, storeroom, and/or cabinets, and will be responsible for said keys. At no time shall a classroom teacher be issued a master key.
- M. The site key administrator will arrange to have all exterior doors of buildings opened and closed as necessary.
- N. Authorized personnel needing keys for weekend or holiday activities will be issued keys which limit access to the room(s)/area(s) necessary for the weekend assignment. Prior written approval by the site key administrator must be obtained.



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- O. On sites equipped with intrusion alarm systems, the School Police must be notified prior to the weekend or holiday that authorized personnel are scheduled to enter the site. See Bulletin 2426, Procedures to Access Sites During Non-Business Hours, dated March 9, 2006, from the Office of the Chief Operating Officer. The School Police must also be telephoned upon the arrival and departure of the personnel.
- P. The loss or theft of keys shall be reported to the Local District Office and School Police. After so reporting, the Maintenance and Operations Central Shops Lock Department shall be notified, via the trouble call line. The Lock Department will immediately re-key sensitive areas only.
- Q. All keys shall be checked and left with the site key administrator at the end of the school year or in the event of an assignment change.
- R. Staff members shall be notified that unauthorized possession by any person, including employees, of any site key or unauthorized duplicate key is a misdemeanor (Penal Code 469).
- S. School Police will issue three alarm keys to the site administrator who will be responsible for these keys. The administrator will assign the keys accordingly. The District will maintain a three-key policy to insure the integrity of the alarm system.

No site will be issued more than three intrusion alarm keys without approval of the School Police Chief.

If an alarm key is lost or stolen, a report shall be made to School Police. A school police report number will be required when requesting a replacement.

- T. The principal/site administrator will take whatever action necessary to insure these procedures are followed.



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AUTHORITY: This is a policy of the Los Angeles Unified School District.

**RELATED
RESOURCES:** None.

ASSISTANCE: For further information, please call Central Shops, Maintenance Branch Lock Department, at (213) 745-1650.