

Lemon Grove School District
Key Security Agreement

Purpose

The purpose of the district Key Security Agreement is to maintain a safe and secure learning and working environment, to prevent thefts of district property, and to provide a procedure to borrow and return keys for authorized personnel.

Procedure

- A. District keys are the property of the Lemon Grove School District. The facilities and maintenance department, school principals, and department administrators are responsible for the issuance of keys, maintenance of keys and locks, and inventory of keys.
- B. District keys are assigned to authorized personnel holding specific job titles. The person whose name appears on this key security agreement is responsible for all keys listed. All keys must be surrendered upon request of the employee's supervisor or the project and facilities supervisor, or upon leaving the district.
- C. **The following actions are in violation of this key security agreement:**
 - 1. Loaning keys without authorization
 - 2. Duplication of keys
 - 3. Altering of keys, locks, or mechanisms
 - 4. Leaving keys in an unsafe or an unsecure location (i.e. visible and unattended location, car wash, valet, in a vehicle, unattended in an unlocked classroom or office)
 - 5. Admitting unauthorized persons into building
 - 6. Allowing anyone else to use your district keys
 - 7. Failing to immediately notify your supervisor if your key is lost or stolen. Your supervisor will be required to notify the superintendent and/or assistant superintendent of business services.
 - 8. If your key is stolen you are required to notify law enforcement and file a report. Ask for an incident number to provide to the district.
 - 9. Do not add to the key an identifying lanyard, tape, or other identifying information to link the key to a school or facility
 - 10. 9 and 10 month employees must turn their district key/s into the supervisor at the close of each academic school year for safe and secure summer storage

Employees in violation of this policy may be subject to disciplinary action.

District key/s issued: _____

Employee Name	
Employee Signature	
Employee Work Location	
Employee Job Title	
Date	