

828 KEY/KEYCARD POLICY

I. PURPOSE

The purpose of this policy is to ensure the safety of students, security of state property, and staff access to work areas.

II. GENERAL STATEMENT OF POLICY

- A. The Minnesota State Academies (MSA) recognizes the importance of access for employees to conduct their work duties.
- B. The MSA recognizes the need for security of Academies property and assets.
- C. The MSA recognizes the importance of providing a safe and secure environment for students.

III. KEY ISSUANCE

- A. Supervisors may request keys/keycards for their area from the Physical Plant Director.
- B. Grand Masters will be issued to: Academies Administrator (Superintendent)
Department Heads (MMA Supervisors)
Maintenance Staff, and Security Guards
- C. Supervisors will distribute keys/keycards to employees they supervise.
- D. Superintendent approval is necessary for issuance of a Grand Master key/keycard.

IV. STAFF RESPONSIBILITIES

- A. Staff is responsible for keys issued to them at all times. Under no circumstances shall an employee allow students or non-Academy staff access to keys.
- B. Lost, stolen or broken keys must be reported immediately to the appropriate supervisor. Fees may be charged for replacements.
- C. Keys/keycards must be returned to supervisor at time of strike, layoff, extended leave or termination.

LOSS OF KEYS/KEYCARDS MAY RESULT IN DISCIPLINARY ACTION.

V. SUPERVISOR RESPONSIBILITY

- A. Supervisors are responsible to maintain a key/keycard record of all keys/keycards issued for their area. The key/keycard record must be maintained on an on-going basis and include:
 - (1) Name of individual and keys/keycards assigned to them.
 - (2) Keys/keycards maintained in key/keycard locker for an active key/keycard system and designated for use on a shift basis.
- B. Supervisors must furnish a copy of the key/keycard record (“key/keycard check out” form) to the Physical Plant Director. Completion of the “key/keycard check out” form is required before the issuance of keys/keycards.
- C. Supervisors must report lost, stolen or damaged keys/keycards to Physical Plant Director and Supervisor of area where the keys/keycards provide access.
- D. Supervisors must collect keys/keycards at the end of the school year or document the reason the keys/keycards are not returned.
- E. Supervisors must collect keys/keycards from staff prior to strike, layoff, extended leave or termination.
- F. Keys/keycards must be turned in with final time sheet.

VI. PHYSICAL PLANT DIRECTOR RESPONSIBILITIES

- A. Issuance of keys/keycards in accordance with appropriate authorization from the Academies Administrator.
- B. Maintenance of key/keycard record on all keys/keycards.
- C. Academies Administrator (Superintendent) approval is necessary for issuance of a Grand Master key.

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Minnesota State Academies

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