
AURORA PUBLIC SCHOOLS

APS Code: ECAB

Adopted August 1998

Reviewed September 2007

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**BUILDING ACCESS CONTROL SYSTEMS
(KEY, PROXIMITY CARD AND SECURITY INTRUSION ALARM)**

School buildings constitute one of the greatest investments of the community's taxpayers, and the Board considers it in the public's best interest to adequately protect those investments. Thus, measures will be taken by the District administration to secure buildings and grounds against trespass, vandalism, theft and other criminal acts.

CROSS REF.: ECA, Security/Access to Buildings

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KEY CONTROL

The loss of a single key, or the indiscreet use of it, could place a student or staff member in danger. This could easily result in the expenditure of thousands of dollars to replace building locks, or could allow for loss through vandalism and theft. Considering the risks involved, the full cooperation of every employee is required in observing the following regulations.

1. All keys to each building or other District facility will be created or procured by the maintenance and operations department, and issued and controlled through the site-based administrator.
2. The site-based administrator will assign a person to track, request, issue, collect, and inventory building keys. The site will notify maintenance and operations who the assigned person is on an annual basis or when changes in assignment occur. The site is responsible for maintaining a District authorized database reflecting use and issuance of all keys and other locking systems. A current key inventory will be maintained and available at all times. All unissued keys must be kept in a locked cabinet.
2. Employees are required at all times to safeguard keys issued to them, either by carrying the keys on their person or ensuring keys are adequately secured.
3. The following groups have been established as personnel at a school or support site who are authorized to be issued a site-based master key:

Elementary school staff:
Principal
Assistant principal/TOSA
Head and lead custodian
Principal's secretary

Middle school/P-8 staff:
Principal
Assistant principal/athletic director
Head and lead custodian
Dean of students
Site-based IT technician

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School resource officer

Principal's secretary

High school/Pickens staff:

Principal

Assistant principal/athletic director

Head and lead custodian

Dean of students

Site-based IT technician

School resource officer

Principal's secretary

Support site staff:

Division or department heads

Administrative assistant or secretary

Head and lead custodian

Any requests for extra master keys require a work order from the site-based administrator with specific justification why the key should be issued. The director of maintenance and operations will determine if the work order fits the criteria for issuing a master key.

4. Building keys will be issued only where there is a demonstrated need for persons to have access to Aurora Public Schools facilities. Mere employment does not justify the issuance of keys.
5. Under no circumstances should building keys be in the possession of students, except for proximity cards that are assigned for special circumstances, such as accessing the main building from a mobile building location. The site must notify the security department of access hours and days for all special circumstance proximity cards. The security department will program proximity cards to restrict access as requested.
6. Keys are issued for entry to Aurora Public Schools buildings for the purpose of conducting only District business.
7. An employee entering or leaving a locked building will be responsible for securing the area,

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and may be held responsible for any loss or damage to District property resulting from failure to do so.

8. Staff members may be issued individual room or suite keys, including keys to cabinet and storage cases within the room, on a school-year basis and as work responsibilities mandate access. Not all employees are required to have keys.
9. Where locks exist, building managers will be entitled to all classroom, desk, file, cupboard, and similar keys within their site(s). Locks must be requested and purchased from maintenance and operations. Desk, file, cupboard, and other nonstructural keys are maintained and replaced at each site's expense.
11. Lead custodians may be issued keys to all classroom areas, storage areas, and storage cases, except the individual desks, files, and storage cases within classrooms and offices.
12. When a key is lost or misplaced, the liable employee must immediately report the lost key(s) to the building manager. If the missing or lost key is a building master or exterior door key the building manager must report it to Risk Management and the District security office. Risk Management may assess employees and non-employees the cost for rekeying each lost key if negligence or policy violations contributed to the loss.
13. Once structural lock systems are improved to a common District standard at a cost borne by District maintenance and operations, repairing, replacing, and rekeying costs will be borne by the individual site from funds transferred to the site. No keys will be duplicated, and no locks will be replaced or rekeyed except through the District work order process. Unauthorized duplication of District keys may result in disciplinary or legal action.
14. All keys issued remain the property of the Aurora Public Schools and will be returned when:
 - a. an employee transfers to another department or building;
 - b. an employee is placed on administrative leave;

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- c. an employee is terminated, retires or resigns;
- d. requested by an appropriate supervisor;
- e. an employee is granted a leave of absence. However, District employees granted such leave may retain their key(s) if they are authorized by the site manager to have access to the building and/or office during the leave.

Site-based administrator and/or immediate supervisors are responsible for repossessing site keys when an employee separates from the District.

- 15. In no case is a key to be transferred from one individual to another, or to be obtained from any source other than the maintenance and operations department. The maintenance and operations department and the site are jointly responsible for the issuance, maintenance, and control of the lock and key system.
- 16. At the end of each school year, all staff must turn in their keys by the time prescribed by the site administrator.
- 17. Failure of the employee to turn in the keys as indicated will result in the retention of the final paycheck until this requirement is met.
- 18. The building principal may assess students up to the cost of rekeying for the unauthorized use and resulting loss or misplacement of District keys.

KEY TERMINOLOGY

- a. Aurora Public Schools master key - will open any door on that campus, except proprietary systems.
- b. Building master key - will open all doors in a specific building.

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- c. Custodial housekeeping key – will open most doors in a specific building and is considered the same level as a building master key.
- d. Area master key - will open a series of doors in a specific building.
- e. Exterior door key - will open a specific exterior door.
- f. Proprietary key - will open a high security area only.
- g. Interior door key - will open a specific interior door.
- h. Miscellaneous keys - will open desks, filing cabinets, etc.
- i. Padlock keys - will open only padlocks.
- j. Structural lock system - door, gate, and similar locks controlled on a common system. This does not include file, desk, cabinet and similar locks.

SECURITY INTRUSION ALARM SYSTEM

Building access after hours will usually involve entering through an active security alarm system. Buildings will vary regarding the type of alarm systems and the methods of operation. Personal identification numbers (PIN) for use with electronic keypads and/or magnetic card devices will be issued by the security department and must be treated with the same care and discretion as keys. Individuals needing such access devices will be determined by site managers. Site manager will then request PIN for each employee.

If it is necessary to enter a building during "after hours" times, employees must first disarm the alarm system with their personal identification number. The employee must immediately call the District security office, 303-367-3060 and provide District security with their name, purpose for being in the

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building, and estimated duration of stay. The call to security may be made prior to entering the building or immediately after disarming the alarm system.

All employees shall have their District identification available when entering a building during “after hours” times.

When preparing to leave the building, the employee must ensure no other personnel are in the building before making a call to Dispatch to advise of departure. The employee must then re-arm the alarm system and leave the building immediately.

"After hours" times will be designated by the site manager. If these procedures are not followed, the District security office will assume that any alarm received is the result of an unauthorized intrusion, and a District security officer and/or the Aurora Police department will be dispatched. Any costs assessed by law enforcement agencies may be charged back to the site.

Failure to properly secure and arm the alarm may result in an employee’s loss of PIN Code and “after-hours” access to building.

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PROXIMITY DISK CONTROL

Employees shall safeguard proximity cards as they would any District key or alarm code issued to them. Proximity disks should remain with the employee's District ID card and shall be worn while on any District property. After hours the proximity disk will be secured to prevent unauthorized access. Proximity disks will not be left in vehicles.

Security will issue all proximity disks to employees at the time of hire. In addition, Security will issue replacement proximity disks and as needed.

Proximity disk activation will be granted only where there is a demonstrated need for persons to have access to Aurora Public Schools facilities. Mere employment does not justify proximity disk activation.

The employee's supervisor will email Security to request proximity disks card activation. The employee's supervisor will be explicit in the email as to what areas, doors of the building and hours of access the employee will be allowed to have. The Security Director will either grant or decline the request.

Once structural proximity systems are improved to a common District standard at a cost borne by District maintenance and operations, the cost to add access points, additional hardware or software, or employee proximity disks will be borne by the individual site.

If an employee loses their proximity disk card they will immediately report it to Security Dispatch at 303-367-3060 or ext. 28484 and immediately to their supervisor. (Failure to report lost proximity disks immediately could result in disciplinary action.) Employees losing their proximity disks will be responsible for the cost to replace the card.

It is the supervisor's responsibility to notify the Security Director if an employee changes job duties that eliminate, reduce or change access authorization, if an employee changes building assignments, or if the employee is no longer employed by the District. Notification must happen prior to the duty

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status change.

The following people have been established as personnel who are authorized to be given districtwide proximity disk access:

Maintenance and operations technicians
Leadership team members
Support Services Directors
Information technology staff that travel
District warehouse staff
Construction management coordinators
Security officers
Risk manager
Environmental compliance staff
Custodial operations supervisor
Custodial operations coordinators
Permanent sub custodians
Student achievement directors
Nutrition services director
Nutrition services coordinators
Health services employees that travel

All proximity disks issued remain the property of the Aurora Public Schools and will be returned if:

- a. Employee is placed on administrative leave;
- b. Employee is terminated, retires or resigns;
- c. Requested by an appropriate supervisor;
- d. Employee is granted a leave of absence.

PROXIMITY DISK TERMINOLOGY

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- a. Proximity disks are a generic name for contactless circuit devices used for security access.

CONTRACTOR ACCESS TO BUILDING

Authorized District employees may request a temporary building key, proximity card and access code be issued for contractors to perform after hours District work. The requestor will email the reason for the request, where the work will occur, project duration, the contractor's name, contact person and 24-hours phone number to the maintenance and operations director or designee.

It is the responsibility of the authorized District employee to retrieve the building keys and proximity disks from the contractor at the end of the work. An authorized District employee will also notify the security director to remove the access code from the system.

If it is necessary to enter a building during "after hours" times, contractors must first disarm the alarm system with their access code. The contractor must immediately call the District security office, 303-367-3060 and provide security with their name, purpose for being in the building, and estimated duration of stay. The call to security may be made prior to entering the building or immediately after disarming the alarm system. When preparing to leave the building, a call must be made to Security to advise of departure. The contractor must then re-arm the alarm system and leave the building immediately. "After hours" times will be designated by the site. If these procedures are not followed, the District security office will assume that any alarm received is the result of an unauthorized intrusion, and a District security officer and/or the Aurora Police Department will be dispatched. Any costs assessed by law enforcement agencies could be charged back to the contractor.

If keys and/or proximity cards are lost or stolen, it is the contractor's responsibility to report the loss immediately to the security department at 303-367-3060.