

EBCA-R Access Control

12/8/22

GSBA Reference: EBCA (Vandalism Protection)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) seeks to provide a secure educational environment and workplace for all students, staff, and community members. The District has established a program to issue, document, and collect identification badges and keys in order to maintain safety and security for the District's facilities.

RULE:**A. EMPLOYEE IDENTIFICATION/EMERGENCY ALERT BADGES:**

The following regulations shall be observed relative to employee identification badges and emergency alert badges (Badges):

1. All employees will be issued an employee identification badge as required. Employees may also be issued an emergency alert badge as required. The District will provide the initial Badge(s). The employee will bear the cost of any replacement Badge(s) unless replacement is due to normal wear and tear.
2. Any lost or stolen Badge(s) must be reported immediately to the District's Department of Public Safety and the employee's direct supervisor.
3. Employees may not alter, conceal or place unauthorized items or ornaments/pins on their Badge(s).
4. All employees must wear their badge(s) at all times when on District property. The Badge(s) must be worn so that it is easily visible.
5. When an employee leaves employment, he/she must turn in his/her ~~identification~~ Badge(s) to his/her immediate supervisor or available administrator. The supervisor/administrator will forward the returned Badge(s) to the Fingerprint Specialist Office in Human Resources Division.
6. Employees shall not allow another employee to use their Badge(s) to gain unauthorized access to any District facility.

B. KEY CONTROL:**1. General Provisions:**

- a. The District seeks to maintain Key Control throughout all of its facilities. Keys will only be permanently issued to individuals who require ongoing access to an area in order to fulfill his/her job responsibilities. Temporary access will be managed on a daily sign-out basis at the school or department level.
- b. All keys are the property of the District and are to be surrendered upon request. No door access key is to be duplicated outside of the District's Lock Shop. Each key is to be stamped with a unique code to facilitate tracking.
- c. Any key issued to an individual is the sole responsibility of that individual and is not to be loaned or left unattended. Any lost or stolen key must be reported immediately to the District's Department of Public Safety, and a Lost Key Report shall be filed with the facility's Key Control Authority.
- d. All keys must be collected at the end of each school year, or at the end of an individual's employment. At that time and at the Principal or Director's discretion, the keys may be reissued to staff members with a verified need for summer access.

2. Administration and Procedures:

- a. It is the responsibility of the District's Lock Shop to distribute, collect, and maintain master records of all grand master keys and keys to High-Security Areas including, but not limited to:

- (1) Clinic
 - (2) Principal's Office
 - (3) Testing Material Storage Area
 - (4) School Resource Officer's Office
 - (5) Records Vault
 - (6) Bookkeeper's Office
 - (7) Café Manager's Office
 - (8) Dry Goods Storage.
- b. It is the responsibility of each Principal or Department Director to designate one administrator as the "Key Control Authority" for a given school or facility. This individual's duties will include issuance and return of all keys, as well as the maintenance of appropriate local records of key distribution and collection. The Principal/Director may delegate the duties involved in administering this policy, but he/she cannot delegate the ultimate responsibility.
 - c. Each facility will be issued a set of three change keys for each door. These keys are to be stored in a locking key box with individual hooks for each key symbol. The Key Control Authority for each school will be responsible for keeping the keys indexed by key symbol and doors operated.
 - d. In order to request a Grand Master key or a key to a High-Security Area a facility will need to submit a Maintenance Work Request and submit a signed and completed Key Request Form to the District's Lock Shop. This form shall be signed by the Principal/Director or his/her designee. All signatures will be checked against authorized signature forms kept on file in the lock shop.
 - e. Contractors will sign-out keys from the Maintenance Department for the areas affected by their work. They are a fully liable for any damages resulting from a lost or stolen key. The final payment will not be made until all issued keys have been accounted for.

3. Consequences:

- a. In the event of a loss of a Master key, the Maintenance Department will only immediately re-key sensitive or High-Security areas (i.e. locations with sensitive records, locations where medications are dispensed, locations where cash is present, etc.). The cost of total site re-keying must be borne by the individual facility.
- b. Individuals who lose their keys two or more times in a twelve-month period may be required to turn their keys into a key locker maintained by the facility's Key Control Authority at the end of each workday.
- c. All keys issued to any employee must be accounted for before clearance is granted upon separation from the district.

Adopted: 12/17/20
Revised: 12/8/22