

Category:	Procedure:	
<b>Business Management</b>	<b>Key and Proximity Card Control</b>	
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1  
2 This document establishes procedures governing the issuance, care and security of all keys (mechanical and  
3 electronic) provided to employees of the Knox County Schools. Physical security is the responsibility of all  
4 employees. Therefore this procedure is applicable to all employees, and exceptions to these procedures can  
5 only be made in writing by the Director of Schools.

6  
7 The Knox County schools uses both traditional mechanical keys and locks as well as electronic keys or  
8 proximity cards (prox cards). Access to and responsibility for both types of keys (mechanical and electronic)  
9 will be treated similarly, and employees issued either type of key will be responsible for securing the keys  
10 at all times and ensuring that they are neither loaned nor shared with anyone. Keys will not be left unattended  
11 or in an unsecure location, and individuals who lose control of keys may be held liable for the cost of actions  
12 required to mitigate the loss or the security risk associated with the loss.

13  
14 **ISSUING AUTHORITY AND GUIDELINES**

15  
16 The Director of Maintenance and Operations, with the advice and counsel of Principals and the Chief  
17 Operating Officer, will authorize the issuance of individual keys to personnel where a need for access to the  
18 area in question can be demonstrated.

19  
20 The district locksmith will be responsible for issuing mechanical keys as approved by the Director of  
21 Maintenance and Operations. The locksmith will maintain a detailed record of all keys issued and a  
22 complete inventory of all keys on hand. Administrators and district level staff personnel will sign for their  
23 keys directly from the district locksmith. Keys will not be passed from outgoing to incoming personnel.  
24 All departing administrators or district level personnel will return keys directly to the locksmith for reissue  
25 to newly assign personnel.

26  
27 Teachers will generally be issued keys to their individual classrooms or other areas of the school for which  
28 they hold direct responsibility (i.e. athletic facilities, store rooms and administrative or common areas).  
29 Principals, assistant principals and head custodians will generally be issued building level master keys.  
30 District Maintenance and administrative personnel may be issued grand master keys based on their need for  
31 access to facilities.

32  
33 **BUILDING LEVEL KEYS**

34  
35 School principals and site administrators will sign for key sets for their sites from the district locksmith on  
36 form MO-146. They will in turn be responsible for issuing the keys to individual users by completing form  
37 MO-146 and the retaining a copy of each completed form at the site until the keys are returned. These keys  
38 will receive a 100% inventory at least annually and at any time administrators are reassigned. Outgoing  
39 administrators should coordinate with the Maintenance Department the return of their assigned keys for  
40 proper reassignment. When administrators are reassigned, the locksmith will jointly inventory all keys with  
41 the incoming and outgoing administrators and all discrepancies will be resolved. If the outgoing  
42 administrator is not available to conduct the inventory, the Director of Schools will appoint a disinterested

1 party to represent the outgoing administrator. After the inventory is complete, the key sets will then be  
2 issued to the new administrator and the new administrator will be responsible for issuing to all building level  
3 users. Individuals with unassigned/unauthorized keys will have those keys confiscated.

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5 **LOST OR STOLEN KEYS**

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7 Any person losing a key(s) must notify the school principal immediately to ensure against the compromise  
8 of the system. Notification shall be made by telephone or in person and followed up by completing a "Key  
9 Request, Control and Approval Form."

10  
11 **REPLACEMENT COSTS**

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13 Interior / Classroom Keys --The cost for replacement of the mechanical classroom/interior key is \$10.  
14 Payments can be sent through interoffice mail to the Maintenance and Operations Department. No cash will  
15 be accepted.

16  
17 Building Master / Exterior Keys - Upon receiving notice of a compromised area due to lost or stolen keys,  
18 the Director of Schools may require the following or other actions that may be determined appropriate  
19 actions:

- 20  
21 1. Replacement of all affected cores  
22 2. Re-issue of keys to open the new cores  
23 3. Invoicing the responsible individual for the total materials cost for affected cores  
24

25 In extreme circumstances, the Director of Schools may act to reduce the loss or cost to an individual  
26 employee. Any mitigation of cost to the employee shall be detailed in writing and provided to the Director  
27 of Maintenance and Operations for proper archiving.

28  
29 **PROXIMITY CARDS**

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31 Proximity cards may be issued to any employee who has a need to access a facility. Unlike keys, proximity  
32 cards can be programmed to provide access only on specific days at specific times. Employees needing  
33 proximity cards will be assigned a card with a predetermined access profile that most closely meets their  
34 needs.

35  
36 School Principals or the Principal’s designee will be responsible for managing proximity cards of staff  
37 members assigned to the school with the exception of custodial, food service and security personnel. (The  
38 Executive Director of School Nutrition, the Chief of Security and the Director of Maintenance and  
39 Operations, will be responsible for managing proximity cards for their assigned personnel) This includes  
40 performing an annual inventory and insuring that cards are properly assigned and issued to staff members.  
41 In addition to cards assigned to specific staff members, building level principals (or their designee) may  
42 request a quantity of “substitute cards” that may be issued to substitute teachers on a daily basis to facilitate  
43 their movement about the school. Schools with portable classrooms may receive a quantity of “hall pass”  
44 cards to be requested by and issued at the discretion of the Principal. Systemwide staff members having  
45 responsibilities in three or fewer schools will be issued a card for each location. Systemwide staff members  
46 with responsibilities at great than three school will be issued a single card with systemwide travel access.  
47 These cards must be requested by the first director in the staff member’s chain of supervision.  
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49  
50

1 Individual school staff members shall annually be issued proximity cards, and they will confirm receipt of  
2 the cards by signing for them on an inventory or property receipt register provided by the Knox County  
3 Schools Maintenance and Operations Department.  
4

5 Proximity cards will be relinquished by staff members at the end of each school year. Principals will receive  
6 an inventory sheet issued by Maintenance and Operations to be signed by each staff member as he or she  
7 returns the card for summer break. Principals will be able to notate on the form the staff members who will  
8 be retaining their cards during the summer due to instructional or administrative needs.  
9

10 At the beginning of each school year, proximity cards will be reissued to returning staff members. The  
11 Maintenance and Operations Department will provide each school principal a Fall Proximity Card  
12 acceptance form upon which each returning staff member will confirm receipt of their card. Cards belonging  
13 to staff members who are no longer employed with the Knox County Schools or who have changed work  
14 locations may be reassigned to any current staff member in need of a card. If reassigning a card, mark  
15 through the listed name and assigned number on the Fall Prox Card acceptance form and enter the re-  
16 assigned card on one of the blank lines provided at the end of the form. The first name, last name, facility  
17 code and card number must be entered on the blank line and the person receiving the card must sign  
18 accepting responsibility for the card. If a card is reassigned to someone who had a card that was lost or  
19 stolen, they will need to pay a \$10 replacement fee.  
20

21 If there are extra cards not to be re-assigned, note next to the card name that it is an extra card and secure  
22 the card. These cards will be deactivated until they are reassigned to future staff. Do not destroy any cards.  
23 All cards are electronic and can be reprogrammed.  
24

25 **Reporting Lost or Stolen Cards:**

26 Please notify the Maintenance and Operations Department by calling 594-3635 or by emailing  
27 [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org) immediately. Once notified, the card will be deactivated to prevent  
28 unauthorized access. If the card is found before a replacement card is issued the card can be re-activated.  
29 Once a replacement card is issued no refund will be provided for the cost of a replacement card. The cost to  
30 replace a card is \$10. Payments can be sent through interoffice mail to the Maintenance and Operations  
31 Department located at 900 E. 5th Ave. Checks and money orders should be made out to Knox County  
32 Schools. Cash will not be accepted.  
33

34 **Reassigning and Requesting Additional Cards During the School Year**

35 To reassign or request additional cards, school principals must email [securityaccess@knoxschools.org](mailto:securityaccess@knoxschools.org). and  
36 request the appropriate action including the new employee’s first name, last name, card number and access  
37 level (see options below). Once the card has been reassigned in the database, a receipt form will be sent to  
38 the school for that employee to sign accepting the card.  
39

- 40 Level 1-24 Hour – 7 Days a week
- 41 Level 2-18 Hour – 7 Days a week- Access from 6:00 am-12:00 am
- 42 Level 3-14 Hour – 7 Days a week- Access from 6:00 am- 8:00 pm

43  
44 18 hour and 24-hour access cards should only be issued to personnel who have access to arm/disarm the  
45 security system. There are a limited number of slots for users to have security codes. Using these prox cards  
46 does not disarm the security system.  
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