

# Regulation ECAB Las Cruces Public Schools

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**Related Entries:** ECAB  
**Responsible Office:** Associate Superintendent for Operations

## ACCESS TO BUILDINGS

### I. PURPOSE

The purpose of this regulation is to implement the policy of the LCPS Board of Education with regard to the security of school district personnel and property through safe and appropriate access to school district property by means of keys and/or key cards.

### II. DEFINITIONS

- A. “Key” means any metal key and all other entry devices to locks of any kind granting entry or access to LCPS properties, including all electronic access systems such as cards, proximity cards, and fobs.
- B. “Issuer” means the LCPS administrator responsible for assigning keys in his or her building or department, the director of the Physical Plant Department (PPD) Director and the director of the Technical Support Services Department (TSS).
- C. “Key Holder” means a person to whom an LCPS key has been issued.

### III. PROCESS

- A. Unauthorized fabrication, duplication, possession, or use of keys to premises owned, leased and/or operated by LCPS is a crime (30-14-2,NMSA, 1978).
- B. Keys which provide access to any and all LCPS properties and facilities are the sole property of LCPS and may be recovered, upon demand, from any LCPS employee at any time.

#### C. Keying Systems

The appropriate LCPS department (generally PPD or TSS) creates keying systems which ensure security and reasonable convenience to faculty, administrators and other staff occupying school district buildings or facilities. PPD and TSS maintain up-to-date records of all keying systems and the authorized usage by LCPS staff of all keys for entry into all LCPS facilities.

#### D. Fabrication

The PPD Lock Shop fabricates all physical (metal) keys and performs all lock work for all LCPS facilities, except for work performed by on-site contractors or

contracting agents under the direction of PPD. Locks which access any LCPS property may not be changed by external locksmiths without the express permission of the PPD Lock Shop.

1. Keys shall not be duplicated except by the PPD Lock Shop or other appropriately designed LCPS department. Unauthorized fabrication, duplication, possession, or use of keys to premises owned, leased and/or operated by LCPS is a crime (30-14-2, NMSA, 1978, Section).
2. To insure compliance with all applicable fire and life safety codes, locks and keys not issued by the school district shall not be authorized for use.

#### E. Responsibility for Key Issuance

1. Each School district principal or director shall be responsible for issuing and controlling all keys to each building and/or site under his or her supervision and control, including all locks and locking devices.
2. Keys to school district facilities shall only be issued in accordance with the Key Eligibility Criteria cited in Item H. below. Principals and directors may delegate the issuance of keys to a staff member as they deem necessary and appropriate.
3. Principals or directors or their designees shall be responsible for obtaining all keys from personnel who are separating from employment or transferring to another facility.
4. The principal or director shall document and maintain records of the issuance and return of all keys on a "Key Use Authorization and Acceptance Form," or may incorporate these forms into the forms or systems which he or she currently uses to authorize and keep records of the possession of all keys for which he or she is responsible.
5. Keys required by building contractors or other non-School district personnel authorized to conduct business on school district property and requiring one or more keys to conduct that business, shall be issued to said contractors and non-school district personnel – and at the appropriate time collected back from them – by the appropriate LCPS department, using the standard Work Order Form.
  - a. The terms of any school district contract with a company or individual that requires the use of a key(s) to LCPS facilities shall include a specific date when said key(s) are to be returned to the appropriate LCPS department. After that specified date, the appropriate school district department may, without notice, take the necessary action to recover the key(s) or re-keying locks as appropriate to assure security of school district facilities and property.

- b. All costs of key recovery and/or re-keying shall be the responsibility of the persons or company to which the keys were issued.

#### F. Employee Responsibilities

1. Each LCPS employee shall be responsible for any and all keys issued to him/her.
2. LCPS employees shall NOT loan or transfer their keys to any other individual at any time or for any reason.
3. Employees shall not unlock doors to any school district facility for any others person. Authorized key holders shall not allow anyone into a school district building after business hours under any circumstances except for other, authorized LCPS employees, or law enforcement or public safety personnel if their presence is required for an emergency.
4. When an employee terminates his/her employment with the school district or transfers to a different office or building within the school district, said employee shall return his/her keys to the appropriate principal or administrator.
5. Doors to unoccupied rooms in school district buildings and facilities are to be locked when not in use.
6. Outside doors are to be locked and are to remain locked after normal business hours.
7. Maintenance gates and chains used on school district property and on school district facilities are to be locked or relocked immediately after passing through.
8. Unauthorized people or any suspicious activities are to be reported to the District Safety and Security Office and/or the Las Cruces Police Department.
9. Any School district key(s) found should be turned in to PPD or to the closest LCPS office.

#### G. Inventory

1. Each School district building shall maintain accurate records of all keys assigned to the facility, including the names of individuals to whom keys are issued and dates of issue and return or loss of said keys. Copies of records pertaining to all keys shall be sent to the PPD for their records.
2. All school district buildings and departments shall conduct yearly reviews of key control records, through the inventory process.

## H. Key Eligibility Criteria

1. Grand Master Key: Operates multiple locks, for multiple buildings.
  - a. Eligible to Carry: PPD maintenance staff and others as designed by the Superintendent of Schools or his or her designee.
  - b. Responsible to Issue: PPD Director and Superintendent or his or her designee.
2. Building Master Key: Operates exterior locks for one building.
  - a. Eligible to Carry: Employees as needed to perform their duties.
  - b. Responsible to Issue: Principal/Director.
3. Change/Room Key: Operates one, two, or more locks keyed alike within a building.
  - a. Eligible to Carry: An employee may be issued a key to his/her office or classroom.
  - b. Responsible to Issue: Principals/Directors.
4. Gate Keys: Operates padlocks throughout the district.
  - a. Eligible to Carry: Employees as needed to perform their duties.
  - b. Responsible to Issue: Principal/Directors.
5. Cabinet/Desk Keys: Operate locks on desks and cabinetry.
  - a. Eligible to Carry: Employees as needed to perform their duties.
  - b. Responsible to Issue: Principals/Directors.
6. Card Keys: Operates locks programmed for prox cards that control access through a prox card reader.
  - a. Eligible to Carry: Employees as needed to perform their duties.
  - b. Responsible to Issue: Principals/Directors.

## I. Key and Building Security

1. Each LCPS employee shall be in physical control of all keys issued to him/her at all times.
2. If a key holder does not have physical control of the keys issued to him or her, said keys shall be in a secure location not accessible to anyone else.

3. The key holder shall NOT lend his or her keys to anyone at any time or for any reason.
4. School district faculty and staff are responsible for maintaining building security. Exterior doors shall not be propped open or left in an unlocked position during school hours or when the building is closed to the public. All exterior doors to a school building, except for the front door, shall remain locked at all times.

J. Lost Keys

1. LCPS employees possessing keys to LCPS facilities are responsible for all keys issued to them. LCPS has the authority to charge employees for the cost of the replacement of any lost or stolen key(s).
2. All lost or stolen keys must be reported immediately to the director or principal who issued the key(s) to the employee.
3. When a Grand Master or Building Master Key is lost or stolen, the PPD director will decide whether or not it is appropriate to re-key the affected School district sites, and/or to implement any other security precautions.
4. The issuer will report the loss or theft of any LCPS key to PPD as soon as practical.
5. Fees shall be charged to individual key holders for lost keys at this rate:

Grand Master Key	\$250.00
Building Master Key	\$100.00
Change/Room Key	\$ 25.00
Gate Key	\$ 10.00
Cabinet/Desk Key	\$ 10.00
Card Key	\$ 25.00
Re-Key	refer to item #3 above

**History:** New regulation

*Legal Reference:* NMSA 22-12-2 and NMSA 22-12-6



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*Associate Superintendent for Operations*

November 17, 2009

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*Date Approved*