



**SWEETWATER COUNTY
SCHOOL DISTRICT #1**

Agenda Item 13-b

Recommendation for the approval of Policy GBO-R (Key Policy)

Key Policy

The ~~keys, access cards, or fobs~~ **key(s)/card(s)/fob(s)** are specially cut, identified, stamped, or programmed with a number or code specific to the **key(s)/card(s)/fob(s)**. The building administrator shall submit a current key listing with all **key(s)/access card(s)/fob(s)** for the site, which employee has received the item(s), and the date the employee received the **key(s)/card(s)/fob(s)**. This listing shall be submitted to the ~~Physical Plant~~ **Facilities** Office by October 1st of each year. Additional **key(s)/access card(s)/fob(s)** listings may be required depending on changes in item status of the building. Each item listing should have a signature and date from each individual checking out or turning in the specific **key(s)/access card(s)/fob(s)**.

After five (5) working days, a ~~minimum of~~ \$20.00 **non-refundable** fee per ~~keyway~~ **key(s)/card(s)/fob(s)** item will be charged to any individual **or first responder** who loses an assigned **key(s)/access card(s)/fob(s)**. These funds will be paid to Sweetwater County School District Number One's Business Office. Upon receipt of the ~~\$20.00~~ fee per ~~keyway~~ **key(s)/card(s)/fob(s)** item, a new ~~key, access card, or fob~~ **key(s)/card(s)/fob(s)** will be issued. ~~If a lost item is found after the fee is paid in full, the amount will be refunded by the District.~~ **For safety and security purposes, if a lost key(s)/card(s)/fob(s) is found, you must return the key(s)/card(s)/fob(s) to the District.**

A record of **key(s)/access card(s)/fob(s)** lost will be maintained by the District. Staff ~~or first responders~~ who terminate their positions must turn their items back into the district or a ~~minimum of~~ \$20.00 per ~~keyway~~ **key item** will be deducted from their final pay check.

Revised: 2/11/13

School District #1, Sweetwater County, Wyoming