

Access Control

IGAP

Access control is designed to address critical needs in a manner which minimizes risks and maximizes protection of the physical assets and private information of CCSD#1. It is intended to safeguard employees, students, and community members at the same time it facilitates access to public facilities, space, and equipment by authorized users.

The safety and security of CCSD#1 physical space and assets is a responsibility shared by staff and students. Access-control privileges will be determined and assigned by school-support and school-based leaders. It will be based on specific needs and requirements of CCSD#1 and its key or key fob holders.

CCSD#1 employees utilize key fobs to allow them electronic access into school district facilities. Keys may be used only in emergency situations. Keys/key fobs are the property of the school district. Keys/key fobs are the responsibility of the individual employees to safeguard. Keys/key fobs are not to be defaced, modified or duplicated in any way. Keys/key fobs are not to be loaned or transferred to any other person. Missing, lost or stolen keys/key fobs are to be reported to the building administrator immediately.

School personnel will deactivate all missing and/or stolen keys or key fobs in order to prevent unauthorized access to school district facilities. The first replacement for a key or key fob lost, stolen, or destroyed will be free of charge. Key fobs that are no longer usable due to wear and tear will be replaced at no cost. Keys and/or key fobs must be returned to the building supervisor when a staff member's employment is terminated.

All visitors will display a temporary visitor badge while they are in any school district building or on school district grounds during school hours. Visitors must report to the school office to register immediately after entering the building. Visitor identification must be returned to the main office upon check-out. Visitors who do not comply with this policy will be escorted from the property. School staff members who observe visitors without proper identification are requested to escort the individuals to the main office immediately.

All contractors and vendors must sign in at the school office they are visiting to obtain a visitor pass. They must also sign out at the main office when leaving the facility.

If the situation warrants, long-term contractors may be issued a key fob or key. These keys/key fobs are the property of the school district and the responsibility of the individual contractor to safeguard. They are not to be defaced, modified or duplicated in any way. Keys/key fobs are not to be loaned or transferred to any other person. Missing, lost or stolen keys/key fobs are to be reported to the building administrator immediately; they will be deactivated in order to prevent unauthorized access to school district facilities. The first replacement key or key fob will be free of charge. Key fobs that are no longer usable due to wear and tear shall be replaced at no cost. Keys and key fobs must be returned to the school district upon completion of the contract work. If a contractor or vendor fails to adhere to these guidelines, their contracts or agreements with the district will be subject to review and possible termination.

All access requests for keys/key fobs must be made through an approved CCSD#1 employee. A person requesting access must meet the applicable criteria.

There will be five (5) levels of approval that any request can fall under. The level of access control approval for any area is determined by the level of risk and exposure. The following levels of approval will apply to all access requests:

LEVEL 1

Most basic level of approval; single-door or exterior-door access within normal business hours. A department head, building administrator, or designee will approve and process access control requests.

LEVEL 2

Network and critical areas within a building – building access within normal business hours. The technology coordinator, superintendent, or designee will approve and process access control requests.

LEVEL 3

Building access (exterior doors) outside of normal business hours. Requires school administrator if access request is for a school site or the superintendent or designee if it is for a non-school site.

LEVEL 4

Access to multiple buildings. Requires approval from the applicable school administrators or designee.

LEVEL 5

Access to all CCSD #1 facilities twenty-four hours per day, seven days per week. It will require approval from the superintendent or designee.

Long-term contractors

Access level will depend on the type of access required for the scope of work.

It is the responsibility of the immediate supervisor or building administrator to collect all access devices (keys/key fobs) issued to an employee at the time the individual is no longer a CCSD#1 employee.

If an employee is transferring to a new department, facility, or level of responsibility requiring access beyond normal business hours, the following procedures must be applied:

- The employee's current supervisor or building administrator must submit a request to deactivate that employee's interior/exterior access
- The employee's new supervisor or building administrator will then request the activation of the employee's new interior/exterior location.

The following acts are examples of violations of the access control policy:

1. Defacing, modifying or duplicating keys or key fobs
2. Loaning or transferring keys or key fobs
3. Utilization of physical keys to access CCSD#1 facilities, except in emergency situations
4. Damaging, tampering, or vandalizing any CCSD#1 lock or access control hardware
5. Propping doors open
6. Admitting unauthorized person(s) into the building
7. Failure to return keys or key fobs when requested or upon leaving CCSD#1 employment
8. Failure to report missing keys or key fobs

CCSD#1 will provide access to designated officials within the Crook County Sheriff's office, as well as the Hulett, Moorcroft, and Sundance Police Departments, upon approval of the CCSD#1 superintendent or a designee. In the event an assigned key or key fob is missing, lost or stolen, the individual will inform CCSD#1 immediately. Designated officials receiving key or key fob access will access the building(s) only in the capacity of their official duties.

Authority levels within the software management system will be determined and assigned by the building administrator or other designee.

Most CCSD#1 facilities utilize a video intercom system to assist with visitor management. The employee responding to the intercom signal must interact with the person who has pressed the intercom button requesting entrance to the building. At no time should a visitor be admitted to the building without verbal interaction.

When responding to an intercom request for entrance, the CCSD#1 employee should ask for the visitor's name and purpose of the visit. Once the visitor has responded, the employee will inform the visitor that the door release has been activated and (s)he may enter the building. The employee allowing entrance will ensure the visitor proceeds to the main office to sign-in and obtain a visitor badge.

Each CCSD#1 school or building is required to maintain an accurate and up-to-date list of the following:

- Name of the person who has access to the building
- Job title of the person who has access to the building
- Areas of access

Adopted: February 17, 2020