

Access Control Program Framework and Standard Operating Procedures

1.0 Background: The Purpose and Goals of Access Control

The purpose of Portland Public School's (PPS) Access Control Program (ACP) is to secure the property and assets of PPS from theft or damage and to maximize the safety of our students, staff and members of the PPS community, while providing equitable access to District property for those legitimately requiring it.

The goals of the Program are to ensure that:

- The appropriate level of access control are provided for all PPS buildings and assets;
- Access control is provided comprehensively and equitably across school campuses and meets the needs of our students, staff and the community;
- Access control installations and ongoing maintenance of access control systems are delivered in an effective manner;
- Appropriate control of keys and access cards exists to protect the overall integrity of the Access Control program; and
- An overall framework is in place for the ongoing management of access control that establishes institutional standards and sets forth responsibility and accountability at appropriate levels.

2.0 Definitions

Key is a device inserted into a lock that allows the lock to be disengaged mechanically, thereby permitting access to a building or interior area that is otherwise locked.

Access Control System refers to locking system that is hard-wired, consists of hardware and software, and stores information in two places, in a computer server and in a local control panel.

comply with all applicable PPS policies, municipal, provincial and federal laws, standards and codes. The Department of Facilities & Asset Management shall be responsible for establishing such standards and procedures that support the purpose and goals of the Access Control Program. All new construction and renovations to existing space will conform to these standards, which shall be applicable until modified by PPS or rescinded.

4.0 Responsibility and Authority

The Chief Operating Officer shall be responsible for prescribing PPS standards and procedures for the control of interior building spaces. The functional responsibility for leading and overseeing the PPS-wide management of building access control shall reside with Security Services and Facilities Operations.

Security Services

The Director of Facilities Operations (or equivalent/designate) shall monitor the issuing of master keys and shall, from time to time, undertake an audit of all master key types (GGM, GM & Exterior Master), including those held by all PPS faculty administration, departments, divisions and operating units, and shall provide the audit report to the Director of Security Services for dissemination to the proper authority.

Faculty Administration or Department

Responsibility and accountability for the control of interior building spaces and providing access to those spaces rests with the building administration or departments that have been assigned those spaces through the PPS's formal process of space planning and allocation. The building administration or departments shall undertake this "control" in compliance with standards and procedures established in this document. Within the building administration or departments there shall be a Designated Authority charged with the functional responsibility of access management and key control. The Designated Authority shall be responsible for maintaining detailed records of names of individuals who are key holders and the specific keys being held. The Designated Authority shall also be responsible for maintaining records, of those to whom access has been provided to using the "Key Check-out form" provided in this document.

Card access to the building will be provided during the following times:

- Principals, vice-principals, maintenance, custodial, senior administrators: all hours, all days
- Teachers and other school staff: 6:30 am – 8:00 pm during the school year during normal working days. Card access during weekends, down-days, breaks, and holidays will not be provided. Access to the school can be granted through the use of the CUB permit process.

- Coordinates access needs of students and other constituents, and liaises with Security Services in regard to card issue and recovery, and IT system requirements.
- Issues and retrieves access cards locally, as appropriate or required.

7.0 Control and Distribution of Keys and Access Cards

Control and distribution shall be managed through a coordinated, multi-level system. The institutional key control function resides with Security Services and Facilities Operations which shall establish operating procedures relative to the issuing of keys. Local keys are managed by the Designated Authority of the school or department.

The framework for controlling and authorizing the issuance of keys is presented in the “Levels of Key Access” chart below.

Keys

Normally, a Sub-Master, Grand Master, or exterior key shall be issued only to Principals, Vice-Principals, and Custodians unless otherwise approved by the Director of Security Services.

Access Cards

As with keys, access to multiple doors to offices, facilities or buildings shall be programmed only on access cards (or card keys or access key fobs) held by those persons whose District responsibilities require it and where the issuance of multiple cards would be impractical or redundant.

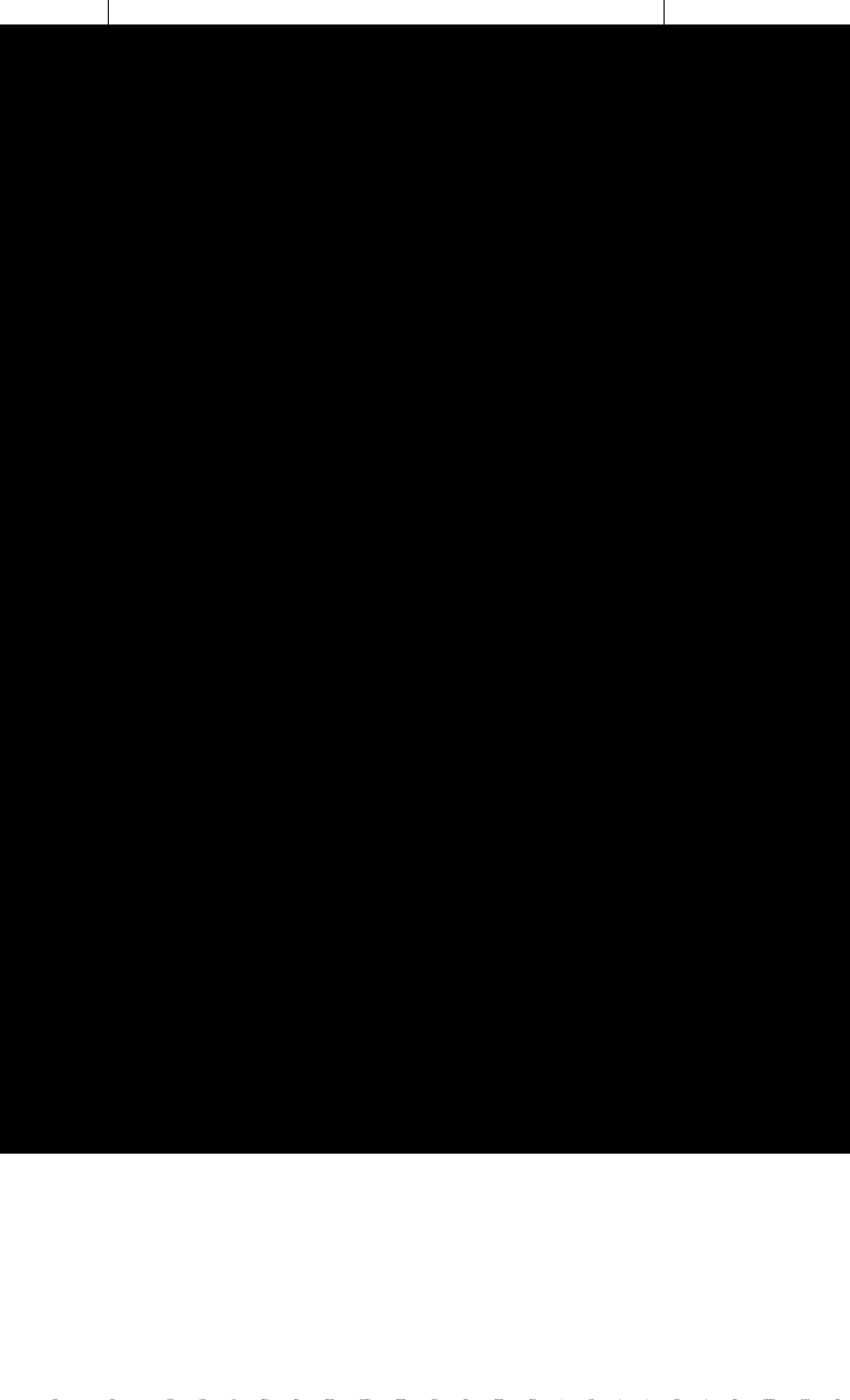
Record Keeping

A record of approval for each key and access card issued shall be maintained by the Access Coordinator in a format consistent with the record keeping procedures established by Security Services and Facilities Operations. Reference the “Key Check-Out” form attached to this document

Key and Access Card Retrieval

The Designated Authority shall be responsible for ensuring that keys and access cards are returned to the Designated Authority or Access Coordinator when it is no longer appropriate to possess them. Staff members will sign out keys at the beginning of each school year and sign them back in at the close of

In the event of a lost or stolen access card, the Access Coordinator shall contact Security Services as early as possible. Security Services may arrange to block systematically all building access programmed



It is the requirement and the responsibility of the individual to whom keys are issued to report all lost or stolen keys to the Access Controller for your building/department/school. Stolen keys must be reported immediately.

School: _____ Date: _____

Employee Name: _____ Signature: _____

Missing Keys were: Lost Stolen

Key(s) provide access to what area(s):

Describe the circumstance under which keys were lost or stolen:

Access Coordinator Name: _____ Signature: _____ Date: _____

Designated Authority Name: _____ Signature: _____ Date: _____

SCHOOL/DEPARTMENT

DESIGNATED AUTHORITY

KEY COORDINATOR