



Conroe ISD Campus Key Control Procedures

The purpose of this Key Control Procedure is to ensure the safety and security of Conroe ISD students, staff, visitors and to maintain accurate, effective access control of all locking devices critical in protecting all district facilities.

Returning Keys

Prior to leaving CISD, all keys **MUST BE RETURNED** to the campus secretary or site administrator. Employees transferring from one location to another within CISD are **REQUIRED** to **RETURN** their present keys and request keys for their new location from the campus secretary / site administrator.

Broken or Damaged Keys

Teacher or Campus staff keys that are broken or worn out are to be exchanged at the campus level thru campus secretary. Broken and worn-out keys must be exchanged as one for one exchange by campus secretary.

Key Transfers

For security and personal safety reasons, the transfer of keys from and between Department Personnel and faculty and Education Center staff members is **PROHIBITED**.

Unauthorized Duplication or Replacement of Keys

The duplication or replacement of keys through an agency, company, or private business other than CISD Locksmith Dept is **NOT ALLOWED**. Unauthorized use may result in disciplinary action based on CISD Policy. When this violation has been discovered, the appropriate Department Head must be notified and sent to the Admin Coordinator of Maintenance (Compliance) for appropriate action.

Lost or Stolen Keys

All lost or stolen key **MUST BE REPORTED IMMEDIATELY** to the site administrator, principle, CISD Police. A police report will need to be filled out for stolen keys. Please contact CISD Maintenance and Custodial to notify of stolen keys. A work order must be submitted for all Master Keys lost or stolen.