

Procedures for requesting security cards and photo IDs

2/2020

Building Administrators are responsible for approving card access for building employees. Administrators shall provide new employees with the request for security card/photo ID form. (Policy 3439)

- Includes full and part time employees
- **(See below for non-employee guidelines)**
- The building administrator or employee's supervisor may assist the employee by completing information regarding buildings, hours of access, start and end dates. Hours of access must follow key card protocols. The administrator/supervisor must approve the request by signing the request.
- If the position is temporary, the end date must be provided.

The employee will be instructed to take the *request for security card form* to the ESC between 7:30AM and 4:30 PM where the employee's ID Photo will be taken and the access card issued. If the Request for Security ID/access card form is not signed by an administrator/supervisor, the creation of the card will be denied until proper authorization.

The building administrator or designee will provide employee training on the use of the card access and security system including:

- School hours, weekend, holiday door schedules.
- Entering the building when the alarm system is active.
- Checking the alarm system for alarm status.
- Disarming/arming the alarm system.
- Notifying MMS Monitoring if the alarm is tripped.

Lost or stolen cards must be reported immediately to the ESC.

- The cost of a replacement card is \$5.00
- The lost card will be disabled.

Non-employees may complete a request for security card form for non-employee upon the approval of a building administrator.

- The non-employee will be instructed to take the *External Personnel/Non-Employee request for security form* to the ESC between 7:30AM and 4:30 PM where the employee's ID Photo will be taken and the access card issued. The card will not be activated until reviewed by the Director of Safety, Security, and Student Services and has building administrator signature.
- Non-employee access cards will be issued for specific times and duties and will expire at a predetermined end date.
- The request form shall be forwarded to the Director of Safety, Security, and Student Services for approval after building administrator has authorized access.
- A background check must be conducted in ALL VOLUNTEER OR VENDOR REQUESTS.
- If approved, the access card will be activated and the person requesting will be notified.
- All Photo ID/access cards must be returned to the office upon completion of employment or term of duty with P-H-M Schools. Returned access cards must be forwarded to the Director of Safety, Security, and Student Services immediately.