

BUILDING SECURITY

ECA

Security shall encompass maintenance of equipment, elimination of hazards, controlled access to facilities, proper supervision, and provision of a safe place for records and funds.

Key/fob distribution and management shall be the responsibility of administration. Employees shall be provided with such keys/fobs as are necessary for the fulfillment of their duties and responsibilities. Employees are responsible for the keys/fobs issued to them and for sharing in maintaining the security of school buildings.

Employees are responsible for the security of their room/work area at the end of each working day. This includes specific security measures such as making certain that doors and windows are locked and all valuables are properly secured. All office and/or classroom equipment is to be securely stored within each building.

When school is not in session and there are no school-sponsored activities or events being conducted, facility access is limited to:

- a. Non-employees who are renting school facilities consistent with the district's school facility use policy;
- b. Non-employees who are key/fob holders and using school facilities consistent with the district's school facility use policy or as approved by the building administrator/maintenance supervisor; and
- c. Employees who are key/fob holders and using school facilities consistent with the district's school facility use policy or when approved by the building principal.

School custodians may be assigned facility security when assigned to accommodate renters, late-night users or other approved users of school facilities.

Key/fob holders assume responsibility for facility security when they use school facilities at times when the facility is not otherwise open. Key/fob holder responsibility for facility security includes:

- a. Monitoring the entrance door when it is open;
- b. Locking and checking that all doors are locked prior to leaving the facility;
- c. Inspecting all accessible portions of the build after usage;
- d. Immediately reporting any damage to the building principal, district administrator or appropriate law enforcement; and
- e. Reporting the presence of any strangers or intruders in the building to the building principal, district administrator or appropriate law enforcement.

Any key/fob holder who loses or misuses his/her key/fob, may be asked to pay for any incurred costs.

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