

BUILDING AND GROUNDS SECURITY

Background

The Division recognizes the need for appropriate security practices and procedures in each of the Division's facilities.

The Division further acknowledges the needs for each school and community differ as a result of staffing, joint use agreements, hours of operation, special events, etc.

The Principal has the authority and reciprocal responsibility of ensuring all buildings and grounds of the Division under his/her care are operated in a safe and secure manner.

Procedures

1. Sufficient keys are to be provided to each Principal by the Director of Facilities.
2. Principals are to establish the level of access to grounds and/or buildings for each of its employees and users, and distribute keys according to these guidelines.
3. An inventory of keys is to be maintained for each facility.
4. Keys are not to be loaned to other non-authorized individuals.
5. Lost keys shall be immediately reported to the principal. Any cost of locks and/or keys as a result of lost keys may be charged to the person responsible for the loss.
6. Only the Associate Superintendent (Business and Financial Affairs) or the Director of Facilities are authorized to have keys cut.
7. Individuals are not to possess keys that have not been issued to them by an appropriate authority.
8. Staff members are to return issued keys upon leaving the Division or transferring to a position that no longer requires those keys.
9. Security for the building (i.e., locking doors, turning out lights, and setting the alarm) is the responsibility of the last authorized individual to use the facility.