

FACILITIES: SECURITY

Security

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported immediately to the site supervisor, Assistant Superintendent Business Services, Director JPA Services, and Director Maintenance and Operations.

Keys

All keys issued shall be the responsibility of the designated site administrator. Keys shall be assigned only to those employees who regularly need a key in order to carry out the normal activities of their positions. With approval, keys may be issued temporarily to carry out certain specific activities.

The Director of Maintenance and Operations shall establish and maintain a record keeping system so as to know at all times who has been issued keys. Master keys shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall be expected to lock all doors and windows and turn off all lights, heat, appliances, etc., when leaving the room or building.

The duplication of Office of Education keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall immediately report the loss to the appropriate administrator and the Director of Maintenance and Operations. Duplicate keys may be obtained only through the Director of Maintenance and Operations. The individual losing a key shall be responsible for the cost of replacement.

Keys shall be used only by authorized employees and shall not be loaned to students or other non-authorized persons.