

PORT EDWARDS PUBLIC SCHOOLS

Board of Education Policy

BUILDING SECURITY

Building security is a responsibility that is shared by everyone who is employed by the district. Employees are responsible for the security of their room/work area at the end of each working day. The administration will determine those employees who are to be issued keys for buildings or equipment and shall establish key control procedures.

The following rules are to be implemented and enforced by the administration.

1. The administration will determine those employees who are to be issued keys for buildings or equipment.
2. Employees will sign a receipt for the key(s) they are issued and the administration will be responsible for overseeing the maintenance of a permanent record of all keys issued to each employee.
3. Employees who require temporary access to specific areas for which they have not been issued keys may secure such keys from the school office. Employees will receive those additional keys at the discretion of the administration and will sign for any keys received.
4. Employees are not permitted to duplicate any school key(s) without administrative approval.
5. Employees are not to loan their keys to other employees, students or other groups or individuals. Any resulting actions, loss of property or damage caused by violation of this rule shall result in disciplinary action. Disciplinary actions may be verbal or written reprimand, suspension with or without pay or dismissal.
6. Employees are responsible for the keys issued to them and sharing in the maintenance of security for the building. Any re-keying necessary due to the losing of a key will be charged to the individual responsible.
7. Employees are responsible for the security of their room/work area at the end of each working day.

Adopted: 01/28/91

Reviewed:

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