

BUILDINGS AND GROUNDS SECURITY

Buildings constitute the greatest investment of the District and it is important to adequately protect the District's investment. Security shall encompass the safety of all students and staff, maintenance of equipment, elimination of fire hazards, locked doors, proper supervision, and a safe place for records and funds.

Key Distribution

Key distribution and management shall be the responsibility of the director of buildings and grounds. Fob distribution and management shall be the responsibility of the District Administrator's secretary. Employees shall be provided with such keys and key fobs as are necessary for the fulfillment of their duties and responsibilities. Outside door keys, master keys and key fobs shall be issued on a need basis only and shall be strictly controlled.

Students should never be allowed to use the employees' keys or fobs, unless under special circumstances. When a key is lost, the principal should be notified immediately, who in turn immediately notifies the director of building and grounds. Under no circumstances are keys to be duplicated.

Requests for keys and fobs by non-district employees must be requested from the director of buildings and grounds or designee either on a facility use form or written letter/email. The request must state the dates and times keys and fob are needed. The key fob will be programmed and given to the secretary to distribute. A \$10.00 refundable deposit must be paid in advance for the key fob. Upon return of the key fob the user will be refunded the deposit. *This is not currently the practice.

*Currently the District Secretary gives fobs to the Day Care provider, Junior/Senior High School Secretary gives to coaches. Fobs use to be given to individuals who used the fitness center, but that has ceased since the hiring of fitness center supervisors.

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