

OPERATIONAL SERVICES

BUILDING MANAGEMENT - Security

The Regional Office of Education wishes to ensure that a high level of security is maintained for the Regional Office's facilities. Responsibility for leaving the building in a secure condition shall clearly be designated, and the understanding and cooperation of all employees shall be enlisted.

Procedures for duplicating and distributing keys shall be developed by the Regional Superintendent or his/her designee. Procedures shall be implemented by all supervisors.

Approved: 07/01/01