

OPERATIONAL SERVICES – ADMINISTRATIVE PROCEDURES

BUILDING MANAGEMENT - Security

The following rules and regulations are established to enhance building security, to reduce loss of property, and to lower insurance rates.

1. The building and offices should be secured at all times. Police shall be notified whenever an unlawful entry has occurred.
2. Keys to all Regional Office of Education facilities and offices shall be produced only through the Regional Superintendent or his/her designee. This includes all replacement keys, additional keys, or keys added for other purposes.
3. No person or group of persons will duplicate, nor have duplicated, any keys belonging to the Regional Office of Education except by, and with, the authorization of the Regional Superintendent.
4. The Regional Superintendent or his/her designee shall distribute keys only to supervisors responsible for their areas and employees.
5. Distribution of keys for the Regional Office personnel shall be as follows:
  - a. Keys shall be issued to Regional Office personnel only.

In the event that a non-employee is based in a Regional Office of Education building due to a cooperative agreement with another educational entity, that individual shall be issued a limited access key in order to ensure his/her safety. The Regional Superintendent shall be informed of any keys issued under this provision.

- b. The Regional Superintendent or his/her designee shall maintain a current inventory of building keys showing the total number and type, the name of the individual to whom a key(s) has been issued—including number and type, and the balance of unissued keys by number and type.
- c. Building master keys will be issued by the Regional Superintendent as appropriate to the supervisors.

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6. Issuance of storage keys shall be as follows:
  - a. The issuing authority at the Regional Office shall be responsible for obtaining a signed receipt and recording each key issued.
  - b. All keys must be returned immediately to the issuing authority upon discontinuance of use or need.
  - c. The Regional Superintendent may ask each employee to return keys at the end of his/her contract year, or upon termination of employment, whichever comes first.
  - d. Lost or stolen keys must be reported to the issuing authority immediately. A replacement charge will be assessed for each lost key. This charge will be equal to the cost of a new key as determined by the Regional Superintendent.
  - e. No individual may transfer a key to another.
  - f. Violation of this policy or procedures, or misuse of keys, may be cause for revocation of any future issuance of keys.

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