

**Security Access**

The purpose of this Administrative Regulation is to provide optimal physical security and safety for building occupants and to protect the assets of the school and Bethany Public School District (District). This Administrative Regulation applies to all buildings and spaces assigned to the District.

For the purpose of this Administrative Regulation, a Card Holder is defined as any person issued a security fob or card by the District.

**Card Holder Responsibilities**

- All Card Holders are expected to fully comply with all provisions of this Administrative Regulation.
- All Card Holders are responsible for maintaining building security.
- A Card Holder is responsible for the fob/card issued to them.
- The Card Holder is responsible for safeguarding their fob/card and its use.
- Card Holders will not loan or transfer their fob/card to any other individual.
- Card Holders will not unlock a building or room for another individual unless the individual is known by them to have authorized access to enter.
- Unauthorized persons or suspicious activities are to be reported to the Main Office immediately.
- The fob/card shall not be defaced or altered with pins, stickers, decals, etc.
- The Card Holder will not leave their fob/card where it may be exposed to extreme temperature changes.
- The Card Holder will not fold, bend, pry open or mutilate their fob/card.
- The Card Holder will immediately notify the District Office or the IT Director of any difficulties or problems with their fob/card.
- Any fob/card that is found must be turned in to the District Office immediately.
- Card Holders are to report lost, stolen, or damaged fob/card to the District Office immediately.
- A fee of \$20 will be assessed to replace all lost, stolen, or damaged badges. This fee may be added to the Card Holder's [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) account or paid in cash. A new fob/card will not be issued until this fee is paid in full.
- A fob/card that is replaced due to normal wear and tear will not be assessed a charge. The Card Holder must turn in the old fob/card before receiving a new one.
- If a lost or stolen fob/card is recovered and a replacement fee was charged, the Card Holder must turn in their recovered fob/card to the District Office in order to be issued a refund.
- Upon termination or retirement, a Card Holder must turn in their fob/card to the District Office prior to leaving the building on their last day. Failure to turn in your assigned fob/card will result in your final paycheck being held until the fob/card is returned or a \$20 fee is paid.
- Upon suspension from work or an extended leave of absence, a Card Holder must turn in their fob/card to the District Office immediately.
- Card Holders not in compliance with these Administrative Regulations may be subject to disciplinary action.

Regulation approved: March 1, 2018

Regulation revised: January 28, 2020

Regulation revised: December 14, 2022

Source: BPSD



## Bethany Public School District Security Access Request Form

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Status:       Employee       Contractor       Substitute

Type of Request:       Replacement       New

Reason for Request:       New Employee/Contractor

Lost/Stolen/Damaged

Job Change

Wear and Tear

Return to Work

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I have read the Bethany Public School District's Security Access Administrative Regulation #4112/4212. I am aware that the replacement of a lost, stolen, or damaged fob/card is subject to a fee of \$20, payable on [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) or in cash. Any replacement due to normal wear and tear or job title change will not be assessed a fee. Upon termination, retirement, suspension, or an extended leave of absence, all fobs/cards must be turned in to the District Office. I understand that if I do not turn in my fob/card upon termination my final paycheck will be held until a \$20 fee is paid or the fob/card is returned. I understand that failure to adhere to Administrative Regulation #4112/4212 may result in disciplinary action.

Requestor's Signature: \_\_\_\_\_

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### For Office Use Only

Date Fob/Card Issued: \_\_\_\_\_

Issued by: \_\_\_\_\_