

**5630R**

**Non-Instructional Business Operations**

**SUBJECT: BUILDING SECURITY**

In order to provide uniform procedures for administering and maintaining a security system on a District-wide basis, and in order to help avoid incidents of breaking and entering, theft and vandalism, the following regulations shall govern all buildings and facilities.

**Guidelines:**

No change shall be made on or to any locks/locking devices in any building without the express authorization of the Director of Facilities II.

No student or non-District employed person shall possess or be given a key for temporary use, except those non-district individuals employed as coaches and contractual security workers.

Each building will maintain an inventory of all classroom keys provided for faculty/staff members' use.

All unoccupied areas, including classrooms, laboratories, custodial closets, storage rooms etc. shall be locked at all times.

Although the building administrator(s) is/are held responsible for the affairs of his/her facilities, after school hours the Director of Facilities II shall have primary responsibility for District security and building security during the absence of the building administrator.

Formerly 5680R.3

Revised: 07-14-15

Reviewed: 09-13-16, 02-17-17