

Facilities Security Plan

The District shall develop a facilities security plan. The plan shall be an exempt record in accordance with NDCC 44-04-24. The plan shall address the following:

Control of School Keys

The control of school keys is outlined in Administrative Rule IAB-AR Disbursement of Keys and/or Access Cards to School Buildings.

Installation of Security and Access Control Equipment

Every building will be secured and equipped with access control equipment. Building head custodians, the head custodian supervisor, and the Human Resources Department have access to control equipment software and will be responsible for setting door lock access (Administrative Rule IAB-AR).

All buildings are equipped with a security video system that is managed by the Technology Department. Building administration has access to their building's cameras through a web client. The District Safety Office and Technology Department are responsible for downloading and managing saved videos upon request by building administration or legal search warrants (Policy ACDB Use of Audio and Video Recording Equipment).

Areas of Restricted Access

All employees and students will have access to areas of the building needed to effectively do their job or learning. Unauthorized entry into buildings or areas of a building that are not granted by way of forceful entry, unauthorized acquirement of keys or badges, or any other means is strictly prohibited and will result in disciplinary action.

Security Procedures and Protocols for School Employees

District employees are to follow all safety and security protocols set forth by the District and outlined in policy and the District's Emergency Operation Plan.

Employees must not prop doors for any reason and should take action if an exterior door is propped. Employees are expected to respond to unauthorized persons in the building as outlined in the Emergency Operation Plan.

After-Hours Access to School Buildings

Each building principal will oversee outside agency facility use as outlined in Administrative Rule ABBB-AR Use of School Facilities.

Unauthorized persons, including employees, found in school buildings after school hours, may be subject to arrest.

Secured Storage of District Records and Funds

The District uses the latest technology for securing credentials and preventing unauthorized access to district records and funds.

Recording of Serial Numbers and Inventory of Items

The Technology Department is responsible for inventory of all technology related items. An inventory tag is assigned to items of high value and a reconciliation of inventory is completed annually at each building by the building's assigned technology lead.

The Accounting Department keeps inventory of purchases over \$5,000 per fixed asset procedures.

All other District inventory items are reconciled annually as required by ND Century Code.

Complementary Documents

- ABBB-AR Use of School Facilities
- ACDB Use of Audio and Video Recording Equipment
- IAB-AR Disbursement of Keys and/or Access Cards to School Buildings

End of Bismarck Public School District Policy IAB

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