San Bernardino County Superintendent of Schools
Policy 3513

Office Hours and Building Security

San Bernardino County Superintendent of Schools maintains office hours to serve the public from 7:30 a.m. to 4:30 p.m. daily at each of its administrative sites. The County Superintendent or designee may adjust office hours in the event of an emergency, inclement weather, energy conservation and other special circumstances designated by the County Superintendent.

Security of facilities during operating hours shall be the responsibility of the senior manager assigned to the building.

For the purpose of holding meetings or workshops, or conducting official business, special or adjusted hours may be authorized by the County Superintendent or designee.

The responsibility for security of the facilities during special hours will rest with the department head or designee who requested the special hours.

To secure and protect the facilities, employee access cards, keys and alarm codes shall be controlled. The responsibility for assigning employee access, keys and alarm codes to facilities shall rest with the Chief Business Officer or designee.

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