

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: October 20, 2011

REVISED:

709. BUILDING SECURITY	
1. Purpose	The Joint Operating Committee recognizes the need to maintain security of center facilities for reasons of safety, vandalism and theft.
2. Delegation of Responsibility	<p>Toward this end, a program of building security shall be administered by the Administrative Director or designee, with the cooperation of the building administrator. The need for access shall be the underlying principle in determining who will have keys to school facilities.</p> <p>The Administrative Director or designee shall determine who is entitled to building keys and who may have after hours access to school facilities.</p>
3. Guidelines	<p><u>Keys</u></p> <p>Possession of keys by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. A log of key assignments shall be maintained in the office of the Administrative Director or designee. 2. Individuals assigned keys may not duplicate or lend them. 3. All keys must be surrendered when no longer needed or upon request of the Administrative Director or designee. 4. Loss of a key must be reported immediately to the Administrative Director or designee. 5. Overnight key loans may be made by request to the Administrative Director or designee. 6. Use of keys for unauthorized purposes will result in surrender of keys.

7. A set of master and/or duplicate keys shall be kept in the custody of the Administrative Director or designee.

After Hours Entry

After hours entry to the school building shall be controlled in accordance with these guidelines:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.