

# NORTHERN TIER CAREER CENTER

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: August 23, 2012

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. 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 authorized access to center building(s) and who may have after hours access to school facilities.</p>
3. Guidelines	<p>After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.</p> <p>Access to the school building and grounds shall be established in accordance with the following guidelines.</p> <p><u>Keys</u></p> <p>A log of employees with access codes and building keys shall be maintained in the office of the Administrative Director or a designee.</p> <p>A log of building employees with access codes and building keys shall be maintained.</p> <p>Individuals assigned keys may not duplicate or loan them.</p> <p>All keys must be surrendered when there is no longer a need or upon request of the Administrative Director.</p> <p>The loss of a key must be reported to the Administrative Director or designee upon discovery.</p>

A set of master and/or duplicate keys shall be kept in the custody of the Administrative Director or designee and maintained in a safe and secured location.

After Hours Entry

After hours entry to the school building shall be controlled by the custodian on duty.

Entry to a school building shall be prohibited when a person authorized as a center representative for the building is not present.

References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 705, 907