

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: October 21, 2004

REVISED: September 21, 2006,
March 19, 2015

REVIEWED: December 18, 2025

	709. BUILDING SECURITY
1. Purpose	<p>Purpose The Joint Operating Committee recognizes the need to maintain security of school facilities for reasons of safety, vandalism and theft.</p>
2. Delegation of Responsibility	<p>Delegation of Responsibility 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>Guidelines Access to school buildings and grounds shall be established by the Administrative Director in accordance with the following:</p> <p><u>Unlimited Access:</u></p> <ol style="list-style-type: none"> 1. The Supervisor of Buildings and Grounds. 2. Administrative Director and other designated administrators. <p><u>Limited Access:</u></p> <p>Staff members, co-curricular sponsors or supervisors for their area or activity.</p> <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 by the Supervisor of Buildings and Grounds.

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| | <ol style="list-style-type: none">2. Unassigned duplicate keys shall be maintained in a safe or a secured box.3. Individuals assigned keys may not duplicate or lend them.4. All keys must be surrendered when no longer needed or upon request of the Administrative Director.5. Loss of a key must be reported immediately to the Administrative Director or designee.6. Use of keys for unauthorized purposes will result in surrender of keys and replacement of affected locks.7. A set of master and/or duplicate keys shall be kept in the custody of the Administrative Director or designee. <p>It is the responsibility of all staff and faculty to maintain the security of the building and safety of students.</p> |
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