

BOARD POLICIES	BUILDING SECURITY AND ACCESS CONTROL (BP-5023) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

The Board of Education recognizes the need for strict security of buildings. The control of access into the buildings is a major part of security. For that reason, the Board of Education directs that any security code, electronic access card or key given to any individual to access a building will only be given on a need-to-access basis.

Buildings and grounds security will mean maintenance of a secured (locked) building, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The Board of Education encourages close cooperation with local police, fire and sheriff's departments and with insurance company inspectors.

An adequate key, security code and access card control system will be established to implement this policy. Records will be kept in a safe place and under lock and key when required. Protective devices will be installed, when appropriate, to be used as safeguards against illegal entry and unauthorized access.

The failure to follow this policy will be considered willful neglect of duty.

The superintendent is responsible for having procedures developed to ensure this process is followed.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
15-Feb-94	A	Adopted
22-Sep-03	B	Reformatted
15-Dec-03	C	Legal references reviewed and revised as necessary
22-Nov-04	D	Revised
22-Sep-10	E	Revised format
07-May-13	F	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework
10-Dec-13	G	Renumbered from BP-3009 to BP-5023; revised title from "Use of Security Codes" to "Building Security and Access Control." Included language from BP-5009 regarding security.
07-Nov-17	H	Revised to include references to security codes, electronic access cards or keys.

***** End of Policy *****