



Section: PROPERTY
 Title: BUILDING SECURITY
 Adopted: September 16, 1997
 Revised: August 21, 2007

	710. BUILDING SECURITY	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p>The Joint Operating Committee recognizes the need to maintain security of school facilities for reasons of vandalism and theft. Toward this end, a program of building security shall be administered by the Administrative Director or his/her designee.</p> <p>The Administrative Director shall determine, who will be entitled to building(s) keys and who may have after hours access to the facilities of the school.</p> <p>Access to the Lebanon County Career and Technology Center and grounds is established by the Administrative Director in accordance with the following guideline:</p> <p><u>Unlimited Access:</u></p> <ul style="list-style-type: none"> - The Maintenance Technician or his designee. - Administrative Director and his designated assistants: (Assistant Principal, Business Administrator, Assistant Director, Network Administrator and LPN Supervisor.) <p><u>Limited Access:</u></p> <ul style="list-style-type: none"> - Teachers and Support Staff <p>Possession of keys shall be in accordance with the following principles:</p> <ul style="list-style-type: none"> - A log of key assignments shall be maintained by the Assistant Director of his designee. - Duplicate keys unassigned shall be maintained in a safe or a Secured box. - Individuals assigned keys may not duplicate or loan them. - All keys must be surrendered when there is no longer a need or upon request of the Administrative Director. - The loss of a key must be reported to the Assistant Director or his/her designee upon discovery. - Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks. 	

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	<p data-bbox="446 220 1096 283">- A set of master keys and/or duplicates of keys shall be kept in the custody of the Assistant Director or his/her designee.</p> <p data-bbox="406 315 1112 430">The Joint Operating Committee authorizes and gives authority to the Administrative Director or his/her designees to take that measure and action provided by law to order a person or persons off school property or out of the school building.</p>	