



ECAB - SECURING DISTRICT FACILITIES

The superintendent or designee shall develop an adequate key and access control system for entry to District facilities and areas within District facilities when they are not open to the public.

Keys, access cards and/or security codes for entry to District facilities and areas within District facilities shall be issued only to those employees, individuals or entities that require access pursuant to their employment or contract with the District.

Under no circumstances shall anyone who is issued a key, access card and/or security code be allowed to release or loan the key, access card and/or security code from their possession to anyone for any reason. Duplicate keys shall not be made. Loss of a key, access card and/or security code shall be reported immediately to the building principal or site/department access manager, and to the District's Customer Support Center.

Alarm systems and other devices that protect buildings against illegal entry and vandalism shall be installed where appropriate. Employment of security personnel shall be approved by the superintendent or designee in situations where special risks are involved.

Employees leaving a building after hours shall ensure the building is secure prior to their exit.

Adopted by Board: April 1972
Revised by Board: June 1982
Revised by Board: August 1982
Revised by Board: June 1988
Revised by Board: September 9, 1996
Revised by Board: January 9, 2006
Revised by Superintendent: April 26, 2010

LEGAL REFS:
C.R.S. 18-4-503
C.R.S. 18-4-504

CROSS REFS:
KF, Use of District Facilities