

Adopted: 1998
Revised: 2001, 2004, 2010, 2013

811 FACILITY SECURITY

I. PURPOSE

The purpose of this policy is to set forth the District's intent to develop and implement a facility security program to protect students, employees, the general public, and the infrastructure.

II. GENERAL STATEMENT OF POLICY

The Superintendent shall be responsible for directing the development of a security program designed to protect building occupants and the physical structures from acts of violence, theft, vandalism, and similar crimes. This program shall contain both procedural elements and physical components. The District shall work collaboratively with local police, fire, and sheriff departments to enhance the effectiveness of the security program. The intent of this program is to adopt a proactive policy to minimize risk.

III. SECURITY PROGRAM

The security plan shall be continuously monitored and revised as deemed appropriate by the Board and/or Administration. The Board recognizes that each facility will have individual security needs based on student ages and activities; therefore, site specific security programs will be developed.

Security plans shall address, but not be limited to:

1. Unauthorized personnel in the buildings or on the grounds.
2. Key control and employee accountability for key security.
3. Security systems to monitor areas with special or high risks.
4. Procedures for securing money, valuables, and records.
5. Computer network security.
6. Student and activity supervision.
7. A risk assessment that categorizes the building environment, threats, and assets to protect.
8. Utilization of police services.
9. Visitor procedures.
10. Incident reporting system.
11. The safeguarding of medical supplies.

All incidents of vandalism, burglary, or similar crimes shall be investigated by the building principal, or designee, and reported to the police. Losses shall be reported to the Director of Business and Finance who will in turn report them to the District's insurance carrier.

Legal References:

Cross References: Policies 502, 506, 903