

Building Security

The superintendent or his/her designee will develop and maintain plans and procedures necessary to assure the security of district properties. The Facilities Manager, subject to the direction of the superintendent, will have overall responsibility for the maintenance and security of district-occupied facilities and grounds.

An adequate key control system shall be established and maintained limiting building access to district personnel and safeguarding against illegal entry by unauthorized persons. Supervisors will control access to their assigned facilities and will provide safeguards against unauthorized access. Each supervisor will regulate and control the use of facility keys and ensure that facilities are adequately closed and locked when no authorized personnel are present.

Losses incurred through fire, theft, accident or vandalism will be reported to the Facilities Manager as soon as they are discovered. The Facilities Manager may report such losses to appropriate law enforcement or other agency as well as to the superintendent and Board.

The Facilities Manager will establish such procedures as are necessary for receiving, storing, maintaining and controlling the district's supplies and equipment. The Facilities Manager in conjunction with the Business Manager will maintain an inventory of fixed assets and an inventory for insurance purposes on all district-owned supplies, equipment, instruction materials and capital items.

District-owned materials and equipment will be used only for district purposes by district personnel unless otherwise authorized by the superintendent or his/her designee.

END OF POLICY

Legal Reference(s):

[ORS 164.205 - 164.270](#)
[ORS 334.125 \(7\)](#)

[ORS 334.175](#)
[ORS 334.185](#)

[OAR 437-002-0020 to -0075](#)