

## **SECURITY/ACCESS TO BUILDINGS**

Buildings and grounds of the District are one of the greatest investments of the community, and they should be adequately protected.

"Security" means not only keeping buildings locked and secure but also providing protection from fire hazards and faulty equipment and safe use of electrical, plumbing and heating equipment.

Access to District buildings and grounds outside of regular work hours will be limited to personnel whose work requires it and to sponsors of approved student activities. An adequate key control system will be established by school principals or building supervisors which will limit access to buildings to authorized personnel and will safeguard against entrance to buildings by persons unauthorized to have keys. The Security Department will approve issuance of all exterior keys. Alarm codes for the Administration complex will be issued and approved by the Security Department. For schools, alarm codes will be issued by the principal or designee. For non-centrally located Administration buildings, alarm codes will be issued by a Director or designee.

Locks on safes, record files and cabinets as well as doors to buildings, offices, classrooms, storage closets, libraries, laboratories and auditoriums will be provided for the proper safeguarding of school property, equipment and materials and for the proper control and safety of students. Details relating to the locking of doors within a building will be the responsibility of the principal.

Funds and valuable records will be kept in a secure place.

Alarm systems and other devices that protect buildings against illegal entry and vandalism will be installed where appropriate. District Security Officers or contracted security may be employed by the District Security Department to provide for security of buildings, grounds, staff, and students.

Adopted September 1972

Revised June 23, 1982

Revised January 1985

Revised June 1988

Revised March 2003

Revised March 13, 2013

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106  
C.R.S. 22-3-101 through 22-3-104  
C.R.S. 22-32-109.1  
C.R.S. 22-32-110 (1) (k)  
C.R.S. 22-32-124 (2),(3)  
C.R.S. 24-10-106.5

CROSS REFS.: ADD, Safe and Secure Schools  
ADD-R-1, Safe and Secure Schools Plan  
ADD-R-2, Safe and Secure Schools – Threat Assessment Protocol  
DM, Cash in School Buildings  
DM-R, Regulation to Policy DM, Cash in School Buildings  
EBCA, Disaster Plans  
GBGB, Staff Personal Security and Safety  
JIH, Student Interrogations, Searches, and Arrests  
JICDE, Bullying Prevention and Education  
KLG, Relations with Law Enforcement Authorities

Policy Owner: Security