

Policy Title: Access to Buildings

Policy No: 401.16

Identified employees will be issued keys to appropriate District buildings and facilities. Key access will be considered a privilege, and District employees shall not share their entry keys with third parties.

Employees who are assigned keys will be issued their own security alarm code for entry into the buildings and for resetting the alarm upon leaving the building.

Staff members who are no longer employed by the District shall return their District-issued keys to their supervisor immediately upon discontinuation of their employment.

Policy Cross Reference:

Legal Reference:

Policy History:

Adopted:	05/12/1975
Reviewed:	02/13/2006
Amended:	03/13/2006