

CHESTER COUNTY
 INTERMEDIATE
 UNIT 24

SECTION: PROPERTY
 TITLE: BUILDING SECURITY
 ADOPTED: APRIL 27, 2011
 REVISED: APRIL 20, 2016

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| 709. BUILDING SECURITY | |
| 1. Purpose | The Board recognizes the need to maintain security of Intermediate Unit facilities for reasons of safety, vandalism and theft. |
| 2. Delegation of Responsibility | Toward this end, a program of building security shall be administered by the Executive Director or designee. The need for access shall be the underlying principle in determining who will have keys and/or other building access devices such as fobs, key cards, etc. and after-hours access to Intermediate Unit properties. |
| 3. Guidelines | <p>Possession of keys/access devices by personnel shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"> 1. A log of key/access device assignments shall be maintained by the Executive Director or designee . 2. Individuals assigned keys/access devices may not duplicate or lend the keys/access devices. 3. All keys/access devices must be surrendered when no longer needed or upon request of the Executive Director or designee. 4. Loss of a key/access device must be reported immediately to the Executive Director or designee. 5. Overnight key/access device loans may be made by request to the Executive Director or designee. 6. Use of keys/access devices for unauthorized purposes will result in surrender of keys/access devices. 7. A set of master and/or duplicate keys/access devices shall be kept in the custody of the Executive Director or designee. |

After-hours entry to Intermediate Unit buildings shall be controlled in accordance with these guidelines:

1. Entry to Intermediate Unit buildings shall be restricted to controlled point locations.
2. Entry to an Intermediate Unit building may be limited or prohibited when a person authorized as the representative for the building is not present.

Video Surveillance

Video monitoring shall be used at Intermediate Unit buildings, facilities and vehicles exclusively for safety and security purposes. The use of video monitoring shall be conducted in a professional, ethical, and legal manner.

Video surveillance shall be limited to areas in which individuals have only a limited expectation of privacy, including public areas, parking lots, hallways, classrooms, building entrances and exits, loading docks, storage rooms, electronics rooms, repair shops, and Intermediate Unit owned, operated, leased or contracted vehicles.

Video surveillance shall not be used in areas where individuals do have a reasonable expectation of privacy, including restrooms, shower rooms, locker rooms and individual offices.

Information obtained through video monitoring will be exclusively for security and safety purposes and will only be released when authorized by the Executive Director.

The improper use, misuse, or abuse of the surveillance system, its equipment, recorded images, data, or other information may be cause for disciplinary action.

References:

Board Policy – 705, 907