Business/Non-Instructional Operations

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the CREC community. It is in the best interest of CREC to protect that investment adequately.

The Executive Director or designee is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

Policy adopted: No Date
Incidents of illegal entry, theft of property, vandalism or damage to CREC property from other causes will be reported by phone to the office of the Executive Director or designee, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All building entry devices, (keys, electronic cards, etc.) used in a school shall be the responsibility of the building administrator. Requests for permanent issuance of entry devices shall be made only in those instances where the employee regularly needs an entry device in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular entry device is of a temporary nature, such device shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All entry devices shall be issued through the office of each building administrator. A receipt showing the number of the entry device and room(s) or building(s) which it opens shall be signed by the person to whom the device is issued. This receipt shall be filed in lieu of the entry device and shall be returned to the employee upon return of such.

Each building administrator or designee shall set up an entry device control system with a record of the number of each such device filed.

The person issued an entry device shall be responsible for its safekeeping and shall pay for a duplicate if lost. Duplicates are obtained only through the administrator’s office. CREC Council prohibits the duplication of entry devices.

Entry devices shall be used only by authorized employees and shall never be loaned to students.

Regulation approved: No Date