

Security

The Superintendent shall develop and implement procedures designed to ensure the security of all District property. Security includes maintenance of a safe building, protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment.

Building Checks

The Superintendent shall ensure that buildings are inspected regularly.

Key Control

The security of District-owned buildings and properties shall be maintained at all times. Locks and other security devices shall be maintained in proper working order. A system to account for all keys at each facility and safeguard against entrance by unauthorized persons shall be established.

Damage Report

Damage of any nature to District property, whether willful or otherwise, shall be reported upon detection to the campus/building principal, Facilities Department, and division executive director, who shall then report to the Superintendent or designee and the Houston Independent School District (HISD) Police Department. The name or names of the person or persons responsible shall be submitted if known. Any break-ins shall be reported without delay to the campus/building principal, HISD Police Department, and Facilities Department whether damage is noted or not.

For additional information regarding security and damage reports, see the *Finance Procedures Manual*.

Building Access Control

Audits of building access control shall include weekly inspections of instructional facilities during school hours to certify all exterior doors are, by default, set to closed, latched, and locked status and cannot be opened from the outside without a key.

The Superintendent shall ensure that the findings of the weekly inspections are:

1. Reported to the District safety and security committee; and
2. Reported to the campus/building principal or lead administrator of the instructional facility to ensure awareness of any deficiencies identified.

The campus/building principal or lead administrator shall assign appropriate staff to take action to reduce the likelihood of similar deficiencies in the future.

The results of the weekly reports shall be kept for review as part of the required safety and security audit.

The District's building access control procedures shall not be interpreted as discouraging parents or guardians who have been

properly verified as authorized visitors from visiting their student's campus. [See GKC]