

1.0 POLICY:

The Board recognizes the need for strict security of buildings within the District. The Board recognizes the control of entry into the buildings is a major part of that security. For that reason, the Board directs that any code given to any individual to access a building shall only be given on a need-to-access basis.

The failure to follow this policy shall be considered willful neglect of duty.

The superintendent shall be responsible for having procedures developed that ensure this process is followed.

2.0 LEGAL REFERENCE: 70 O.S. § 5-117.A.2

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
February 14, 1994	A	Adopted
September 22, 2003	B	Reformatted
December 15, 2003	C	Legal references reviewed and revised as necessary
November 22, 2004	D	Revised

5.0 PCF FRAMEWORK #: 9.4 Manage physical risk

***** End of Policy *****