

Lewis Center for Educational Research

**BP 7515: FACILITIES
 SECURITY**

Adopted: June 5, 2003

Revised: December 12, 2016

The Lewis Center for Educational Research (LCER) is committed to maintaining the security of LCER facilities and grounds. The President/CEO or designee shall establish procedures to:

1. Minimize fire hazards.
2. Reduce the probability of faulty equipment.
3. Guard against the chance of electrical shock.
4. Maintain records in a safe place.
5. Maintain cash and checks in a locked location or safe. All funds are to be deposited in a timely manner.
6. Protect against vandalism and burglary.
7. Assign responsibility for use of LCER building keys through the Facilities Department.
8. Maintain locked buildings during non-business hours.
9. Secure outdoor areas and reduce the number of entrances which give access to LCER facilities and grounds, such as by means of fencing or landscaping.
10. Regularly monitor LCER campuses via surveillance cameras.
11. Provide security during non-business hours, as needed, to protect LCER property.