

Lewis Center for Educational Research

**AR 7515: FACILITIES
 SECURITY INCIDENTS & KEY CONTROL**

Adopted: June 5, 2003

Revised: September 11, 2017

Security

Incidents of illegal entry, theft of Lewis Center (LCER) property, vandalism, and damage to property from other causes shall be reported by phone to the Director of Facilities or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

All keys used for LCER facilities shall be the responsibility of the Director of Facilities. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position. Master keys are issued only to administration and employees whose position requires a master key. No keys are to be given to anyone other than LCER employees or designated personnel established through an approved Contract, MOU or Joint Use Agreement.

The Director of Facilities shall set up a record keeping system of all keys issued.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights when leaving the room or building. They shall insure all gates are locked behind them after hours, on weekends and on breaks, including while in classroom or office.

The duplication of LCER keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the Director of Facilities immediately

Keys shall be used only by authorized personnel and shall never be loaned to students.