

Subject:	SECURITY
Section:	PPG# 7310
Chapter:	Facilities
Effective Date:	7/1/98

POLICY

Security.

Security means not only maintenance of buildings but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment.

Access to buildings and grounds outside of regular work hours should be limited to staff whose work and/ or emergency response requires it. An adequate key control system shall be established which shall limit access to buildings to authorized staff and shall safeguard against the potential entry of unauthorized persons.

Locks to protect against illegal entry and vandalism shall be installed when appropriate to the individual situation. All incidents of vandalism and theft shall be reported to the chief immediately.