Jordan School District

Building / Card Access Chart and Procedural Guidelines

All District personnel must contact Alarm Response at 801-567-8865 BEFORE entering a building after designated hours.

Extended Access Districtwide

- Superintendent
- Deputy Superintendent
- All Cabinet Members
- Staff Assistant of Auxiliary Services
- Department Directors
- Maintenance Coordinators
- Maintenance Leads
- Maintenance Crews (p.m.)
- Risk Management Coordinator
- New Construction Coordinators
- Custodial Trainer / Energy Coordinator
- Alarm Responders
- Alarm Technicians
- Computer Repair
- Network Technicians
- Software Technicians
- Adult Night Supervisor
- River's Edge itinerant employees*
- Temporary / Sub Custodians

*Temporary or assignment as a function of job

Limited Access Districtwide

- Central Warehouse Delivery
- District Mail Delivery
- Assigned Nurses*
- Assigned Media Specialists
- Computer Technicians
- Software Technicians
- Programmers
- Fixed Assets
- Dietician

*Temporary or assignment as a function of job

Procedural Guidelines

1. Principals have the ultimate responsibility for building security and the authorization of extended access. Authorization can be obtained by submitting a Building / Card Access Administrator Authorization Form to the Alarm Response Department at Auxiliary Services. Administrator authorization is required for temporary extended access, Saturday and holiday access.

2. Card access is limited to District employees who are accountable under policy. No students or public patrons are allowed to access school buildings without adult employee supervision.

3. All individuals / employees visiting another location during regular business hours must check in and out at the Main Office. This is in accordance to Utah Code §§3A-3-503, §76-9-106.

4. All employees with authorized extended access must call (801) 567-8865 before entering a building between the hours of 6:00 p.m. to 5:00 a.m., Monday through Friday. Security codes will be limited to building Administrators and Custodians only.

5. District security personnel should be notified immediately if a key or employee access card is lost or stolen.

6. Employees who disregard or fail to follow these guidelines shall be subject to disciplinary action or termination.

7. School Resource Officers that are newly assigned to a location, have a change in assignment, or need limited or extended access are required to be authorized by school administration (see item 1 above).

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