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EFFECTIVE: 6-09-70

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**ADMINISTRATIVE PROCEDURE**

CATEGORY: **Support Services**

SUBJECT: **District Safety & Security**

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**A. PURPOSE AND SCOPE**

- 1. To outline functions and responsibilities involved in providing proper safety and security on district property.
- 2. **Related Procedures:**  
 Emergencies ..... See Emergency Procedures EP 01 through EP 21  
 School site security and issuance of keys ..... 5005  
 Eugene Brucker Education Center security and control of keys ..... 5007

**B. LEGAL AND POLICY BASIS**

- 1. **Reference:** Board policy: G-1000, G-1001, G-1003, G-1100, G-2000, G-3000, G-7550, H-7920, H-7930, I-1350, I-4400, K-7000; Education Code Sections 35295 *et seq*; and 32280 *et seq*; California Code of Regulations, Title 5, Section 5552; Title 19, Section 2570a.2. Penal Code Sections 626 *et seq*; *California State Constitution, Article I, Section 28(c)*.
- 2. **District Safety and Security Policy**
  - a. In order for students to obtain an education commensurate with their goals and the goals of society, each school site must be safe from unlawful intrusion and criminal activity. Employees, community, and students are to observe site safety and security procedures. All district personnel have the responsibility of assuring that this policy and its rules and procedures are carried out promptly and cooperatively and the security policy is to be enforced within existing city, state, and federal laws. (G-1000)
  - b. It is the shared responsibility of the principal or site supervisor, teachers, students, parents/guardians, and community members to comply with the responsibilities as assigned by the Board of Education and established in the site security plan. Each site administrator shall be responsible for establishing a site security plan which will include specific and unique rules and procedures necessary for that site. (G-1001)
- 3. **District Chemical Sprays and Weapons Policy**
  - a. An employee while on duty or during breaks from duty, shall not have on his/her person, in his/her private vehicle, at his/her work location, with or without permits, weapons, such as guns, knives, or clubs (G-1100). Failure to comply shall result in a recommendation for dismissal.

- b. An employee may carry a chemical spray onto school sites for use in self-defense only. Responsibility for the security or misapplication of chemical spray lies with the employee. District police officers may carry a chemical spray only after proper training and may use it only under circumstances when it is necessary to overcome violent physical force or resistance likely to result in injury to themselves or others. (G-1100)

### C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the School Police Services Department, Office of the Chief District Relations Officer.
2. **Definition** (for purposes of this procedure). **Site:** Any district location, school, or facility where employees are assigned and there is a site supervisor.
3. **Functions and Responsibilities.** All district personnel, students, and community members are to support and when necessary, carry out all district policies and procedures related to safety and security. Information is found within the district's policy manual, emergency operations plan, emergency procedures, and site specific comprehensive safety plans. All public employees are considered Disaster Service Workers when ordered to assist during disasters by their supervisors.
  - a. **Students** are responsible for:
    - (1) Respecting authority of teachers, principals, and other school staff to enforce district procedures, rules, and regulations regarding site safety and security.
    - (2) Bringing to the attention of site teachers, principals, and school staff the presence of suspected intruders and/or the distress or injury of any person, or any condition on or around the school site that may be hazardous or unsafe.
  - b. **Parents/guardians and community members** are requested to:
    - (1) Accept and respect the right of the Board of Education to require site security procedures and rules for the protection and safety of students, teachers, principals, staff, and other authorized visitors.

- (2) Cooperate with school officials in implementing and improving site safety and security plans.
- (3) Seek out appropriate district and community persons for assistance in correcting safety and security violations.

c. **Teachers** are responsible for:

- (1) Reviewing pertinent safety and security rules and procedures at the beginning of each school semester with students under their supervision.
- (2) Enforcing and carrying out district and site safety and security policies and procedures.
- (3) Recommending improvements in existing site safety and security plans.
- (4) Complying with all district and site safety and security rules and procedures.

d. **Principal/site administrator** is responsible for:

- (1) Performing all functions necessary to ensure the safety and security of the site under their control with the assistance of school police services staff as needed. Counseling and guidance of students remain the responsibility of certificated staff. The existence of the School Police Services Department and Campus Police Officers does not alter that responsibility; they should be regarded as an additional resource available to the principal or site administrator after his/her own expedients and procedures have been exhausted. If a disruption, disorder, or demonstration should occur that is beyond the capacity of the administration to control, resources of local law enforcement agencies must be utilized to safeguard personnel and protect other students and school facilities. The final decision for determining the nature of assistance needed is the responsibility of the principal, site administrator or designee.
- (2) Establishing and updating the eTeams on-line electronic copy of the Comprehensive School Safety Plan (CSSP) in conformance with state law and district policy, which will include specific and unique rules and procedures necessary for the site under his/her supervision.

Updating the Site Emergency Plan under CSSP Criterion 3, by submitting any changes to School Police by March 1. School Police will correct and upload the current plan to the eTeams website for their school.

- (3) Communicating to community members, parents/guardians, staff, and students the rules and procedures regarding safety and site security.
- (4) Consistently and promptly enforcing district and site safety plans.
- (5) Providing an atmosphere that will encourage the community members, parents/guardians, students, and staff to maintain and improve the site safety plan.
- (6) Encouraging early identification of safety and security problems and their remedies.
- (7) Implementing remedies to identified problems.

e. **School Police Services Department**

- (1) At the request of the principal, site administrator or designee, assists in matters of personal safety and site security. The School Police Services Department at the Eugene Brucker Education Center is staffed twenty-four hours a day.
- (2) Shall facilitate communications and coordination with police and/or fire departments. All requests for assistance should be made to the School Police Services Department, except for extreme emergencies, such as personal injury requiring an ambulance, structural fires, and explosions resulting in personal injury or structural damage. In such cases, the police and/or fire department should be called directly, using the emergency telephone number (911). The Safety Office, Business/Risk Management Department, Business Operations Branch, must also be notified by telephone.

f. **Facilities Management Branch** is responsible for issuance of keys and improvement of buildings, grounds, and equipment through design and maintenance to minimize vandalism, theft, burglary, and arson.

g. **District Relations Division** provides leadership in fostering a public information program to acquaint the public with needs, plans, and the role of

parents/guardians, organized groups of citizens, and the community as a whole in affording adequate security and personal safety.

4. **Comprehensive School Safety Plans.** California law and the Board of Education require all schools develop a Comprehensive School Safety Plan with specific components. Each school principal in collaboration with their site council or governance team is responsible for the development of their plan in consultation with public safety officials, particularly School Police Services. This collaborative group is often referred to as a School Site Safety Planning Committee.

Each year in October, plans shall be evaluated and amended, as needed, by the School Site Safety Planning Committee. Each school shall adopt its final plan by March 1<sup>st</sup> of each year. A new school campus that begins offering classes to students after March 1<sup>st</sup> shall adopt a plan within one year of initiating operation, and shall then review and update their plan by March 1<sup>st</sup> every year thereafter.

Each year in July, each school shall report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card prepared pursuant to Education Code sections 33126 and 35256.

Comprehensive School Safety Plan requirements and recommended procedures can be found in Section E., Attachment 1, of this procedure.

5. **Crisis Response Boxes.** Each school site and child development center will create and maintain a Crisis Response Box. These boxes will contain vital information for public safety personnel responding to a school-related emergency event. Boxes will contain items listed in Section E., Attachment 2 of this procedure:
- a. A current copy of the Comprehensive School Safety Plan.
  - b. A current roster in alphabetical order of students and employees assigned to the site, as well as issues pertaining to special needs students. (**Note:** If roster is not updated daily, assign attendance person to carry out these documents at the time of an event.)
  - c. Current student photos, if available on CDROM, or most recent photo annual.
  - d. Telephone numbers listed in numerical order for each classroom/building.

Principals/site administrators are responsible for the box and its contents. Principals/site administrators will assign one staff member and a back-up staff member to take the box with them during an evacuation. This person will provide the box to the first police or fire personnel available.

6. **Emergency Disaster Kits.** Each school, administrative, and child development location will maintain an Emergency Disaster Kit, initially provided by School Police Services. This kit will contain necessary resources for a site incident command. Kit contents are clearly displayed on the outside portion of the container and should be inspected annually each October by a site administrator or designee. Additional information can be found in district emergency procedure 16.
7. **Emergency Response Manuals.** Also referred to as Emergency Quick Reference Guides, these red, white, and blue bound flip cards are provided by the School Police Services Department. Each school, administrative, and child development location will maintain at least one guide in every classroom or office for their site. Guides should be inspected annually each October by the site administrator or designee. Replacement guides are available through the School Police Services Department.
8. **Crime Prevention Through Environmental Design.** Also referred to as CPTED, this concept provides crime prevention principles for school and site administrators to guide them in creating a safe school and working environment. By conducting a CPTED analysis, school and site administrators can pinpoint specific environmental changes that will foster desired behavior rather than inadvertently encouraging unwanted behavior. CPTED inspections are available through the School Police Services Department.
9. **Campus Crime Stoppers.** In collaboration with San Diego County Crime Stoppers, the district provides students and staff an option for reporting crime. Students are encouraged through multiple means of media to remain anonymous and possibly receive a reward when reporting school crime. Signs, poster, and other promotional information are available through the School Police Services Department.
10. **Parent Patrols.** As eyes and ears of school police and school administrations, parents, staff and community members work together to ensure safe student passage to and from school. Volunteers are backgrounded, trained, and directed by the School Police Services Department on how to perform their limited duties. Armed with whistles and two-way radios these volunteers assist students in and around the school they serve. While parent patrols are initially implemented by School Police Services, the required on-going supervision and maintenance of the patrols are the responsibility of the school site administration.

11. **Video monitoring.** Some schools and administrative locations have installed a video monitoring system to assist in the reduction of crisis situations and to create a safer, more productive environment for students and teachers. By installing a video monitoring system, these district locations hope to achieve the following:

- Safer teaching and learning environment for staff and students
- Safer and quicker public safety response in emergency situations
- Ability to target chronic problems and provide rapid and specific solutions related to safety and security
- Decrease the cost and incidents of graffiti, vandalism, and burglary

The best way to prevent crime on a campus is to let students know someone is monitoring their behavior. Studies have shown that fighting and crime decreases with a video monitoring system. Such systems strengthen a sense of safety and security on campus. Experts agree that technology alone can not prevent random acts of violence, and a video monitoring system is no quick fix. Rather it is another tool to improve our ability to be prepared, and to do everything possible to prevent crime rather than to simply react later.

Video monitoring equipment may be used to monitor buildings, exterior areas, including but not limited to parking lots, perimeters, and entrances and exit doors. Equipment will not monitor areas where public and employees have a reasonable expectation of privacy, such as locker rooms and restrooms.

Video monitoring equipment will be supervised and controlled by the school principal, department head, or their appointed designee. Only a department head, principal, vice principal, or School Police personnel will be granted monitoring rights and privileges. Recordings should be reviewed where there is a need to do so, either because an incident has occurred or about to occur. Audio will not be part of any the video recording.

Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video monitoring and/or recording equipment. The district will provide reasonable safeguards, including but limited to, password protection, firewalls, and control of physical access to protect the monitoring system from unauthorized users and use.

Monitors and monitoring will be located and viewed in locations where general public viewing is restricted. Video monitoring equipment will be used in accordance with all district policies, including the district non-discrimination policy and corresponding regulations relating to privacy and safety.

School Police personnel may also observe school grounds from their headquarters' real-time remote monitoring station during off-hours, reducing the need for nighttime security patrols. The monitoring platform is proprietary and secure, eliminating the possibility of unauthorized viewing.

Storage of video recordings will be dependent upon the recording device capabilities. Recordings held for review of property or student incidences may be copied for authorized law enforcement agencies, or retained as necessary as part of the student's behavioral record in accordance with established district procedures and/or applicable law. Copies made and retained for criminal investigations may be released only as prescribed by law.

Video recordings are treated by the district as part of a student's pupil record or a staff member's personnel record. Recordings may also be considered as "law enforcement" records. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure. All video recordings will remain the property of the district and may be reproduced only in accordance with law.

Any unauthorized release of any video recording, in part or in its entirety, may be grounds for discipline and/or arrest. Any violations of this procedure may result in discipline.

12. **Site Administration Related to Security.** Principals/site administrators are responsible for site security, including buildings, facilities, grounds, work conditions, and employee security instruction. Specifically, related to building security:
  - a. **Principals/site administrators** shall ensure compliance with all security measures noted in C.4.
  - b. **All school sites** shall be in total darkness after hours, weekends, and holidays. Custodians will turn off all internal and external lights prior to securing the site for the night. For exceptional circumstances, contact the School Police Services Department.
  - c. All school sites shall be free of items hanging from the ceiling, doors, walls or windows. Items on the walls, doors or windows must be secured on all sides to avoid any loose edges that may move and activate motion alarms. There shall be no items hung from the ceiling as any motion will activate

motion sensor alarms. This includes mobiles, wind chimes, signs or banners and other decorations.

- d. **Custodians**, prior to securing the site for the night, shall ensure that the fire and intrusion system at the respective site is on and is operating satisfactorily. If the system is not operating satisfactorily, contact the School Police Services Department.
- e. **Custodians** shall ensure that all areas and rooms are secured from intrusions after the instructional day for students.

### 13. **All Levels of Supervision**

- a. **First line supervision** (immediate supervisors of groups of employees) is responsible for implementing security and personal safety practices and procedures in the work environment.
- b. **All levels of supervision** are responsible for eliminating unsafe conditions in the work environment.
- c. **All levels of supervision** are responsible for identifying needs in accordance with laws, codes, and regulations applying to their respective areas of jurisdiction and for developing activities to meet those needs.
- d. **All levels of supervision** are responsible for maintaining security and personal safety awareness in their respective work environments.

### 14. **Employees**. Each employee is responsible for:

- a. **Using safe work practices** and maintaining security and personal safety awareness.
- b. **Reporting** unsafe conditions to his/her supervisor.

### 15. **Playground Security (District Practice)**

- a. **Security**. During nonschool hours, all playgrounds should be accessible to children and adults for recreational use. Gates should be locked with a chain or other device so playgrounds are accessible to pedestrian traffic only, not to motor vehicles. If buildings have security fencing separating them from playgrounds, they may be secured to prevent access to building areas.

- b. **Closing playgrounds.** In cases of abnormal abuse to grounds or buildings, the principal may secure a site completely by locking all gates.
  - c. **Playground equipment** requiring special supervision when in use must be removed and secured at the end of the school day.
  - d. **Playground supervision.** Where playground supervision is not otherwise provided, the principal shall provide for certificated employee supervision of the conduct, safety, and direction of the play of students who are on the school grounds during recess and other intermissions and before and after school (California Code of Regulations, Title 5, Section 5552).
16. **School Events.** When a principal believes an event can be conducted, properly supervised, with appropriated security provided by school personnel, the school may proceed without additional approval. If the principal believes the school and/or sponsoring organization is unable to provide appropriate supervision or security for the event and the proposed event is beneficial to the community, he/she may request additional assistance from the School Police Services Department or from local police. No more than one activity that involves a large segment of the student body shall be scheduled for the same evening at any secondary school.
- a. **Implementation.** If the principal deems it necessary to request additional security assistance:
    - (1) **Principal or designee** will contact the School Police Services Department when school events or special activities require extra supervision or assistance for security. The following situations require use of school police services personnel for security assignments, and will be paid by the requesting site at the current district rate:
      - (a) The security assignment is for eight or more consecutive hours.
      - (b) The security assignment occurs at 3:00 p.m. or later, Monday through Friday, or anytime on Saturday or Sunday during the traditional school year.
      - (c) The security assignment occurs during holidays or summer period.
      - (d) The security assignment is not between the hours of midnight and 7:00 a.m. prior to a standard workday (Monday through Friday).

All security requests consistent with these requirements will be forwarded 10 days in advance to the School Police Administration Lieutenant. Urgent or unexpected security needs that arise should be called into the School Police Services Department immediately. At the conclusion of the event or the assigned officer's work shift, the officer will complete a timecard and forward it to the appropriate school site administrator. The administrator will enter the budget number, approve the timecard and forward it to the School Police Services Department for processing.

If the School Police Administration Lieutenant or their designee determines the School Police Services Department cannot staff the assignment or the security need does not meet the above criteria, the requestor will need to obtain private security services.

**If private security assistance is needed**, refer to district circular and procedures for district-contracted referral list of security companies. Sites are to use only district-contracted security companies. Further information can be obtained from Purchasing and Procurement.

The site must then notify the School Police Services Department, at (619) 291-7678, that private security personnel will be on their site. This is necessary because of alarm and police notification requirements. Invoicing for district contracted security guard companies can be paid directly against the current district contract(s) without a purchase order. Obtain the current district contract number from the circular or from the Procurement and Distribution Department, Logistics Division, Business Operations Branch; indicate the proper budget number information; sign the invoice(s); and forward to the Accounts Payable Unit, Accounting Department, Financial Operations Division, Business Operations Branch.

- (2) **Procurement and Distribution Department** maintains referral list of security guard service companies.
  - (3) **School Police Services Department** notes activities; contacts city police and/or arranges for law enforcement assistance, if necessary.
17. **After-hour access to sites and alarm-protected areas** should be restricted to employees who have a definite need to work after hours. Any intrusion into an alarmed site lessens the security of that site. After-hour entries must be kept to a minimum. This ensures the safety of personnel and district property. *Employees*

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*without authorization to the site to which they are checking into will not be granted access to district facilities after hours, weekends and holidays.*

**a. Definitions:**

- (1) After hours:
  - (a) After hours **at school site**: One hour after the site's main office closes until 5:00 a.m. on normal school days. Also includes all day during summer school hours for any staff on site that is not assigned to summer school.
  - (b) **\*\*After hours at the Education Center**: One hour after the main office closes, to 5:00 a.m. the following morning, and any day that the central office is closed for business.
- (2) Holidays: Any weekday that students are not on campus for a regular school day and it is not a normal assigned workday for all district staff.
- (3) Weekends: Friday from 6:00 p.m. until Monday at 5:00 a.m.
- (4) Access: Having the proper authorization from site or district administrators to be able to be on site during non-normal work hours.

**b. Procedures for site administrators or designee**

- (1) The site administrator is responsible for, and may grant, site personnel authorization to enter their site after hours. A consideration should be given to the site security plan since alarms are disregarded while staff is on site.
- (2) The site administrator is responsible for notifying School Police Services any time there is a separation in service, temporary or permanent, for any staff member who has after hours access, Included shall be any circumstances which may jeopardize the security of the site. There is a seven-digit numbering system for accessing district sites. The number consists of the site's three-digit location code followed by the individual employee's last four digits of his/her social security number.
- (3) Relief or temporary custodians must be authorized for after hours entry if they will be on site after hours. It is the responsibility of the site administrator, Building Services Supervisor/Plant Operations

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Supervisor, or Custodial Operations Supervisor to notify the School Police Services Department when a relief or temporary custodian will be on site. Establish and maintain the authorized entry list and provide a copy to the School Police Dispatch Center. Update School Police Services of changes that occur to authorized entry list.

- (4) There is a seven digit access code for accessing district sites. The number consists of the last 3 digits of the site's or cost center's four digit code, followed by the individual employees last four digits of his/her social security number.
- (5) Establish and maintain the authorized entry list and provide a copy to the School Police Dispatch Center. Update School Police Services of changes that occur to authorized entry list. Pursuant to Administrative Procedure 5000, you are required to update the list twice a year. A new list should be submitted by the site administrator by September 30 of each year, and again by February 28 of each year. Any staff not listed on the most recently submitted list will be deleted from the after hours access list. If a staff member is not listed on the most current list, the staff member will be denied access.
  - (a) Only staff requiring after hours access should be on the site list.
  - (b) The list, and any additions throughout the year shall be submitted on the District approved After Hours Access form (Section E.2, Attachment 3), signed by the principal, site administrator, or Building Services Supervisor/Plant Operations Supervisor.
  - (c) Any deletions from the site list shall be done in writing via e-mail to [pdispatch@sandi.net](mailto:pdispatch@sandi.net), or fax to (619) 295-5074, and must come from the site administrator. Deletions will be accepted from Administrative Assistants or Vice Principals, as long as the notice is signed by, or copied to the site administrator.
  - (d) Incomplete lists will not be processed and staff will not be granted access until the form is complete. Normal processing time for After Hours requests is 72 hours.

- (6) Communicate with other administrators and staff if a staff member is to have after hours access to more than one site. Each employee shall have one access code regardless of the number of sites they are granted to. The main access code shall be the last three digits of the primary cost center for the employee, followed by the last four. The access code shall be verified by School Police Dispatch when the authorization for all after hours entry is processed.

c. **After Hour Entry procedure for district employees to all sites**

- (1) *Except for group entries, every staff member who enters a site after hours must call (619) 291-7678 immediately before entry or immediately upon entry.* The dispatcher will ask for your site name, your location number, access card number and your full name.
- (2) Staff member(s) should call out no earlier than five minutes prior to leaving. **The alarm system is reactivated by the School Police Dispatcher when the site is clear of all staff.**
- (3) All staff shall be checked out, and off campus by 12:00 midnight every night. For any staff remaining checked in to a site after 12:00 midnight, dispatchers will assume the staff member forgot to check out. The staff will be logged by School Police and the site administrator shall be notified. School Police will send on any alarms received after midnight regardless whether staff was checked in. Exceptions may only be granted by the site administrator and School Police.
- (4) **Group entries are encouraged when an entire group will be arriving and departing at the same time.** One staff member should be designated to call upon entry and exit.
- (5) Staff members shall not make quick in-and-out entries after hours without notifying School Police Dispatch. This action activates an alarm and causes a police response which results in an unfounded false alarm.
- (6) If the site has keypad access, the staff members shall call in prior to or immediately after entering their individual access code. All staff on site where there are access keypads **MUST** use their individual access code on the areas main keypad in addition to calling School Police. If entry is made without calling in, the keypad access will be deemed an intrusion alarm and police will be dispatched.

- (7) Staff will only be allowed to access a site in which they have been given after hours authorization. If staff is to have access to more than one site, access to a site not matching their cost center, or access to a site which is not normally theirs, the situation shall be explained on the After Hours Access Form.
- (a) Each employee shall have only one access code regardless of the number of sites they have been authorized. The approved sites for each employee is noted in School Police Dispatch to verify when the employee calls in.
- (b) The main access code for an employee having access to more than one site shall consist of the last three of the primary cost center for the normal assignment. If there is no main cost center, the access code will be verified by the dispatcher when the authorization request is granted.
- (8) Employees who fail to follow procedure may be subject to discipline.

**Police Officers will be dispatched on alarms that are not verified.** If you are located on or around a school site when the police are responding to an unverified intrusion alarm, they will be treated as a potential burglary suspect until the police can verify who they are and what business they have at the school site. If the staff member does not have proper after hours authorization, they may be escorted off site and the site administrator will be notified during normal work hours.

#### **D. IMPLEMENTATION** (Section C.)

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Comprehensive Safety School Plan Criteria, Attachment 1
2. Crisis Response Box Review Form Check-off List, Attachment 2
3. After Hours Access Form, Attachment 3
4. Security Request, Non-emergency, Stock Item 22-R-2703

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**F. REPORTS AND RECORDS**

**G. APPROVED BY**



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General Counsel  
San Diego Unified School District