

LODI UNIFIED SCHOOL DISTRICT

REVISION

Rule 3517

Business and Non-Instructional Operations

Building Security

In accordance with district Policy 3517 to prevent crime on ~~school grounds and strictly enforce~~ **all district properties** all board policies related to crime, campus disturbances, and campus intruders, the following administrative regulations shall be followed.

Incidents of illegal entry; threats to school personnel, students, or property; theft of school property; vandalism; and damage to school property from other causes shall be reported by phone to the district Risk ~~m~~Management office and **Maintenance and Operations-security staff** as soon after discovery as possible. A written report of the incident shall be made within twenty-four (24) hours, and a copy forwarded to the ~~r~~Risk ~~m~~Management office **and the Director of M&O.**

Alarms

District intrusion alarms **and access control** will be under the supervision of the **Maintenance and Operations-department** ~~Coordinator of Police Services~~. Specifications for and installation of alarm **and access control** systems shall be jointly developed by the **site, Maintenance/Facilities Department and the Technology Department** ~~security and facilities departments~~. Site administrators requiring alarm clearances or new installations should coordinate with the district **Maintenance and Operations department** ~~security office~~. Controlling alarm codes on keypad systems shall be the responsibility of the site administrators.

Contract alarms require prior access codes to be issued by the contractor via the **Maintenance and Operations department** ~~district security office~~. The site administrator may call for temporary numbers for employees requiring access of less than thirty days. Site administrators may request permanent numbers by submitting an alarm clearance request form to the **Maintenance and Operations department** ~~district security office~~. When an employee leaves who has an alarm clearance, the site administrator shall notify the **Maintenance and Operations department** ~~district security office~~ so that the alarm code may be canceled.

~~The district security and facilities services~~ **Maintenance and Operations** shall coordinate with state and local government agencies on specifications and compliance with the state and local statutory requirements. The district **Maintenance and Operations department** ~~security~~ shall coordinate the inspections and installations with district facilities department.

Keys

District master key coordination will be under the supervision of **Maintenance and Operations department** ~~–the Coordinator of Police Services~~. Requests for locks to be removed from the site master key system and/or issuance of master keys shall be reviewed prior to approval for implementation through the ~~m~~Maintenance department.

All keys used in a school shall be the responsibility of the site administration. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position. Whenever possible, the lowest level of key access shall be issued. Keys to cafeteria /kitchen facilities shall not be issued without authorization from the Director of ~~Food Services~~ **Nutrition Services**.

Each site administrator shall set up a record keeping system and shall know at all times the location of all keys. No spare master keys will be maintained, and the master shall not be loaned. Employees who have keys shall be responsible for the security of the room, gate, or building(s) involved.

The duplication of school keys by an outside source 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 site administrator immediately and shall pay for a duplicate key. A district security report shall be completed on the missing keys within twenty-four (24) hours after being reported missing. Duplicate keys may be obtained only through the **Maintenance and Operations department district facility service lock shop**. Any re-keying to protect district property due to a lost or stolen key will be charged to the site budget.

Keys shall be used only by authorized employees and shall never be loaned to students or outside organizations.

Access Control

Access badges are initiated by the Personnel department and administered by the Technology department. A district security report shall be completed on the lost or stolen badges within twenty-four (24) hours after being reported lost or stolen. Access badges shall be used only by authorized employees and shall never be loaned to students or outside organizations.

Rule

approved: 10/4/94