



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5005

PAGE: 1 OF 6

CATEGORY: Support Services, Security Program

EFFECTIVE: 1-29-62

SUBJECT: School Site Security and Issuance of Keys

REVISED: 11-22-99

A. PURPOSE AND SCOPE

1. To outline administrative procedures for security of school site property, including issuance and control of keys.
2. **Related procedures:**

EMERGENCIES	See <i>Emergency Procedures Handbook</i>
General responsibilities for security	5000
General responsibilities for safety	5100
Fire safety	5105

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-1000, G-1001, G-3000; Penal Code Section 469.
2. **Legal Restriction on Possession and Duplication of Keys.** Penal Code Section 469 states that any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his/her possession any key to building or other area owned, operated, or controlled by any public school without authorization from the person in charge of such building or area or his/her designated representative, and with knowledge of the lack of such authorization, is guilty of a misdemeanor.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Custodial Operations Program; Plant Operations Unit; Maintenance, Operations, Warehousing, and Distribution Department; Business Services Administration; Business Services Division; Administrative/Operational Support.
2. **Plant security problems** related to noncompliance with this procedure shall be resolved by the Business Services Deputy Administrative Officer.
3. **Keys. The principal/site administrator** shall be held strictly accountable for all site keys.
 - a. **The Tel-Key box** shall be kept in an inconspicuous location in the custodial instructional supply room and must be locked at all times. Modifications to a Tel-Key system shall be made *only* by district locksmiths.

- b. **Keys** shall be issued *only* to members of the school staff, which includes child development center personnel. **Exception:** Under special circumstances, keys may be issued to City Park and Recreation Department employees for their assigned space only.
- c. **Teachers** may be assigned keys to their rooms on a yearly basis.
- d. **When terminating assignments**, persons with keys must turn them in to the principal or his/her designee at the site for which the key was issued. *Failure to turn in a key is grounds for disciplinary action.*
4. **Master Keys.** The principal/site administrator shall verify annually all persons who have been issued master keys. All master keys shall be retained by the individual to whom they were issued, and shall never be loaned, even briefly.
- a. **Issuance of a master key** shall be limited to the following persons who need access to the entire plant:
- | | |
|--|---------------------------------|
| Principal | Custodian crew leaders and/or |
| Vice principals | other custodial personnel whose |
| Administrative assistant | assigned duties are schoolwide |
| School Police officer | Secretary in elementary school |
| Building services supervisor/
plant operations supervisor | (at principal's discretion) |
- (1) Two additional master keys shall be issued to each school site for use by caretaker custodians and shall be kept locked in the safe, or in a Tel-Key box if a safe is not available.
- (2) Submaster keys (to one building or area) may be issued to other persons when it is absolutely essential that they *regularly* have after-hours access to a building or room.
- b. **Master keys shall not be issued to any individual unless specifically provided for in this procedure.** Requests for an exception (with substantiating reasons) shall be forwarded to the Business Services Deputy Administrative Officer for consideration. Only with his/her approval may a master key be issued, unless otherwise authorized by this procedure.

5. **Duplicate/Additional Keys.** Duplicate/extra keys shall be secured *only* through the Maintenance, Operations, Warehousing, and Distribution Department, not through outside sources. Any badly worn or broken key may be replaced, but at time of replacement shall be exchanged for the new key.

a. **Non-master keys**

(1) A site's call-in of a work order requesting a non-master key will be automatically charged to the site's custodial budget account. A site wishing to charge a specific budget account must submit a "Request for Maintenance Service" form (RS [E.1.]) with the key number, the quantity requested, an approved budget account number, and site administrator's signature. Keys are charged as follows:

(a) \$1.50 per key up to a total number of keys equaling 10 percent of the permanent staffing at the site.

(b) \$3.00 per key for all keys in excess of the 10 percent staffing formula.

Note: Site staffing totals will be based on assignment books maintained by the Employee Services Department, Human Resource Services Division, Administrative/Operational Support.

b. **Master keys**

(1) **Lost/stolen keys.** School Police Services must be notified immediately when any master key has been lost or stolen and must authorize key replacement. The site must submit an RS or memo to School Police Services for an authorization signature, which shall then be forwarded to the Maintenance, Operations, Warehousing, and Distribution Department for processing.

(2) **Additional keys.** The site administrator shall submit an RS or memo to the Business Services Deputy Administrative Officer, for approval of additional master keys. If approved, the RS/memo shall then be forwarded to the Maintenance, Operations, Warehousing, and Distribution Department for processing.

6. Requests for Rekeying Locks

- a. **Emergency rekeying.** Requests for emergency rekeying may be called into the Maintenance, Operations, Warehousing, and Distribution Department work order desk. The site shall provide a budget charge number at the time the request is made. Requests must be followed up with an RS with an approved budget charge number and site administrator signature.
- b. **Nonemergency rekeying.** Requests for nonemergency rekeying shall be submitted on an RS form to the Maintenance, Operations, Warehousing, and Distribution Department. The RS will be estimated, returned to the site for approval, then forwarded to the Budget Department, Finance Division, Administrative/Operational Support, for funding approval. The Budget Department will forward the RS to the Maintenance, Operations, Warehousing, and Distribution Department for processing.

7. Padlocks. The W-81 padlock has the ability to be keyed to match other W-81 padlocks, to be keyed to a submaster, and to be rekeyed if the security of the lock has been compromised. The W-81 padlock has a main master key, which will not be issued to sites. The main master keys will only be issued to School Police Services; Maintenance, Operations, Warehousing, and Distribution Department; and other authorized staff who require access to all district sites.

- a. **The Master W-81 padlock** may be ordered through the stock ordering system, using stock number 14-P-0245. Each lock will be keyed uniquely and will come with two (2) keys.
- b. **To order Master W-81 padlock** in a keyed-alike configuration, an RS is required and padlocks should not be ordered through the stock ordering system. Sites should describe on the RS what configuration is desired. Two keys will be provided with each lock; additional keys will cost \$.50 each. The estimated cost of the padlocks and rekey will be returned to the site for approval, then to the Budget Department for funding approval.

8. Security and Safety Precautions/Guidelines

- a. **The principal/site administrator shall** ensure compliance with all security measures.

- b. **Custodians shall** make a careful security check each night to determine that all doors and windows are securely locked and that all areas and rooms are secured from intrusions; ensure that the fire and intrusion system is operating properly and is activated daily; and turn off all internal and external lights prior to securing the site each night. *All school sites shall be in total darkness after hours, weekends, and holidays.*
- c. **The need for inspections** by the Fire Prevention Bureau should be ascertained; deficiencies shall be reported on periodic safety checks or maintenance checks.
- d. **Entrances and windows** should not be shielded by shrubs or trees.
- e. **Venetian blinds** should be closed at night to screen facilities and equipment from view.
- f. **Roof hatches** should be fastened securely from inside, yet provide easy access to the roof for emergency purposes.
- g. **A minimum of equipment** should be kept in portable buildings or isolated facilities.
- h. **Equipment not in constant use** should be stored where there is good security with an adequate checkout system.
- i. **Inventory records** of tools and equipment should be kept up-to-date.
- j. **Combustible materials** should be locked in a secure place.

D. IMPLEMENTATION

1. Normal School-Hour Security

- a. **Principal/site administrator**, at beginning of school year, assigns responsibility to building services supervisor/plant operations supervisor for opening and closing of school building daily at stated times; designates a second person to perform security duties in absence of regularly assigned employee.
- b. **Building services supervisor/plant operations supervisor** is responsible for having building securely locked when not in use.

2. **After-School Security**

a. **Principal/site administrator or designee**

- (1) Ensures that all lights (inside and out) are turned off to discourage unwanted activity and that security alarm system is activated daily.
- (2) Upon receipt of a copy of a district rental permit authorizing a nonschool agency to use a school facility, designates a regular employee to open building, be in charge during after-school use, and close building after use.
- (3) Ensures that school employees will not enter site after hours or on weekends/holidays without explicit permission from principal/site administrator. (Employees authorized to enter site shall possess a valid access premises pass issued by School Police Services.)

- b. **Designated school district employee** (D.2.a.[2]) is empowered to take all necessary means to enforce regulations governing use of school property by nonschool groups.

E. FORMS AND AUXILIARY REFERENCES

1. Request for Maintenance Service, Stock Item 22-R-3250.

F. REPORTS AND RECORDS

1. Record of key assignments and Tel-Key indices maintained by site building services supervisor/plant operations supervisor.

G. APPROVED BY



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For the Superintendent of Public Education