



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5007

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CATEGORY: **Support Services, Security Program**

EFFECTIVE: **8-22-68**

SUBJECT: **Eugene Brucker Education Center Site  
Security and Control of Keys**

REVISED: **6-08-2001**

## A. PURPOSE AND SCOPE

1. To provide administrative procedures for Eugene Brucker Education Center security.
2. **Related Procedure:**  
Security, general ..... 5000

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-1000, G-1001, I-1350; Penal Code, Sections 602(j), 602(p), 469.
2. **Legal Restriction.** It is a misdemeanor to enter any property for the purpose of injuring the property or with the intention of interfering with the business carried on by the owner of the land (Penal Code Section 602[j]).
3. It is a misdemeanor if a person refuses to leave a building of a public agency during hours of the day or night when the building is regularly closed to the public, and when asked to do so by a regularly employed guard, watchman or custodian of the public agency owning or maintaining the building or property, if the surrounding circumstances are such as to indicate to a reasonable person that the person has no apparent lawful business to pursue (Penal Code Section 602[p]).
4. 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 possession any key to a building or other area owned, operated or controlled by...any public school or community college without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor (Penal Code, Section 469).

## C. BACKGROUND

1. **The Eugene Brucker Education Center staff** is responsible for coordinating education and business for the district. The facility includes many departments, separated by various buildings and numerous parking lots. Most buildings have no controlled ingress or egress and are without central air, requiring open windows for ventilation. Parking facilities are irregularly shaped and maintain limited fencing. Because of these environmental conditions, the following security procedures are necessary to assure employee and district safety.

#### **D. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the School Police Services Department, Office of the Superintendent.
2. **Department Responsibilities.** Each department head is responsible for enforcing safety and security procedures. Employees should be directed to utilize existing facilities and equipment in a manner that prevents opportunity for loss or injury. Department heads should adopt security procedures which include the following:
  - a. **Require employees** to wear district identification badges.
  - b. **Require employees** with personal belongings to secure their items inside a desk or a designated storage area designed to lock.
  - c. **Instruct employees** to lock and secure all doors and windows at the conclusion of the workday or when the office is vacated for other reasons. Employees should also turn off the lights.
  - d. **Affix School Police telephone numbers** to each phone within the department. Direct employees to call School Police Services to report suspicious activity.
3. **Employee Responsibilities.** Each employee is responsible for supporting and practicing security procedures. Safety and security is everyone's responsibility and should be taken seriously. When implementing security procedures, care and judgment should be used. Any employee noticing a person on the premises who seems to be lost or in need of assistance should offer help. (In most cases, the question, "May I help you?" will suffice.) From this exchange, employees can often determine if someone has legitimate business at the Eugene Brucker Education Center. Employees should become familiar with security procedures adopted by their respective department heads, including the following additional measures:
  - a. **If arriving at work by automobile**, remove valuable items from plain view. Lock these items inside the trunk and lock the vehicle.
  - b. **Use a route to the office** that is well traveled by other employees. If leaving the office after normal business hours, try walking with another employee. If no one is available and employee has strong concerns for safety, School Police Services should be contacted and advised of departure time. If employee has a cell phone call School Police Services again once safely inside the car, or drive by the rear

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of the School Police Office and use the telephone mounted on the building. This area is well lit and the telephone rings directly to a school police dispatcher.

- c. **Be alert to the surroundings.** If unknown individuals are seen carrying equipment or large boxes out of a building, advise School Police Services immediately.
4. **School Police Services Responsibility.** The School Police Dispatch Center is available 24 hours a day, 365 days a year. It maintains direct radio and phone communications with School Police officers and the San Diego Police/Fire Departments. It also monitors the district alarm system and provides a law enforcement response as needed. School Police Services will:
    - a. **Respond or request** San Diego Police assistance to investigate activity that is suspicious or jeopardizes Eugene Brucker Education Center safety and security.
    - b. **Assist department heads** with individual site safety and security procedures.
    - c. **Provide identification cards** for employees.
    - d. **Conduct random patrol** of the Eugene Brucker Education Center.
  5. **Custodial Responsibility.** After closing buildings each day, custodians will inspect their respective work areas for loiterers and assure the area is properly secured. Custodians may request identification from individuals who appear unfamiliar, especially after normal business hours, or request assistance from School Police Services. The intrusion alarm will be activated by the night custodian at the completion of cleanup and will be deactivated by the morning custodian.
  6. **Responsibilities and Schedule for Locking and Unlocking Buildings**
    - a. **Main building**
      - (1) **Morning opening**
        - (a) **Inside doors.** The custodian opens all inside hall doors before 6:45 a.m. Opening office doors is the responsibility of individual office personnel.

(b) **Outside doors.** Outside doors are not opened before 7:00 a.m.; employees with earlier responsibilities must have keys and must leave all outside doors locked.

(2) **Afternoon closing**

(a) **Inside doors.** Human Resource Services Division corridor doors are locked at 5:05 p.m.; all other corridor doors are locked after custodial cleaning. Each office shall lock its own facility, including windows, and turn out lights.

(b) **Outside doors.** All outside doors are locked at 5:15 p.m.

b. **Annex 2**

(1) **Morning opening.** The custodian opens outside doors at 6:30 a.m.; all inside office doors remain locked. Opening office doors is the responsibility of individual office personnel.

(2) **Afternoon closing.** Each office locks its own facility, including windows, and turn out lights. Custodian locks outside hall doors at 5:05 p.m.

c. **All annexes and portables**

(1) **Morning opening.** Each department or office is responsible for opening its own facility.

(2) **Afternoon closing.** Each office shall lock its own facility, including windows, and turn out lights.

7. **After Hours Access to Alarm-Protected Areas.** Access to alarm protected areas should be restricted only to employees with a definite need to work after hours. Any intrusion into an alarmed area lessens the security and therefore entries must be kept to a minimum. Employees without authorization are not to enter alarmed areas after hours, weekends and holidays.

a. **Division/department head responsibility**

(1) Grant site personnel authorization to enter their site after hours. Consideration should be given to the site security plan since the alarm system is deactivated while staff is on site.

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- (2) 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) Establish and maintain the authorized entry list and provide a copy to the School Police Dispatch Center. Protected Premises Pass cards are available by calling School Police Services at (619) 291-7678. Update School Police Services of changes that occur to their authorized entry list.

**b. Employee responsibility**

- (1) Except for group entries, every staff member who enters a site after hours must call (619) 291-7678 immediately upon entry. The dispatcher will ask for the employee's site name, the employee's last name, access card number and the area in which the employee will be working. **The alarm system will be deactivated by the School Police Dispatcher.**
- (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) **Group entries are encouraged.** A staff member should be designated to call upon entry and exit.
- (4) Staff members should not make quick in-and-out entries into alarmed areas without notifying School Police Dispatch.

**c. School Police Services responsibility**

- (1) **San Diego Police Officers will be dispatched on alarm activations that are not verified.**
- (2) A site entry report will be mailed upon request to division/ department heads where personnel entered their sites after hours.

**8. Control and Responsibility of Keys**

- a. **Custodial Operations Program Supervisor** maintains overall control and supervision of all Eugene Brucker Education Center keys and ensures that sub-master and master keys are issued only to those persons requiring access to

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either a large area or the entire Eugene Brucker Education Center with approval of the Chief Administrative Officer or designee. The custodial operations program supervisor also conducts annual review of key inventory.

- b. **Division/department heads** are responsible for:
  - (1) All keys issued to their respective divisions or departments.
  - (2) Approving all requests for keys by persons in their respective units.
  - (3) Assuring keys are not loaned, given, traded or reassigned to new or other employees.
  - (4) Assuring the collection of key(s) from employees leaving the division or department due to transfer, retirement or termination.

## **E. IMPLEMENTATION**

### **1. Issuance of Keys**

- a. **New, duplicate or replacement keys** must be requested by completing a key request form and sending it to the Custodial Operations Program Supervisor. The request should include the reason for the request and explain any circumstances related to the loss of an existing key. In cases of lost master and sub-master key(s), immediate telephone or e-mail notification to School Police Services is required for security tracking purposes.
- b. **Division or department head** verifies need and approves employee's request for key(s); submits key request form to the Custodial Operations Program Supervisor.
- c. **Custodial Operations Program Supervisor** approves request and forwards to Eugene Brucker Education Center plant operations supervisor. If request is for sub-master or master key, obtains approval from the Chief Administration Officer or designee.
- d. **Plant operations supervisor** completes key request form for each key to be issued; keeps form for tel-key file records; issues key(s) to ultimate recipient and obtains signature on form. No keys will be issued until written key request form has been received by the Custodial Operations Program Supervisor.

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2. **Return of Keys**

- a. **Division or department head** collects key(s) from employee(s) and returns them to Eugene Brucker Education Center plant operations supervisor.
- b. **Plant operations supervisor** stamps key request form "Returned," initials form, enters date; retains form in files; notifies the Custodial Operations Program Supervisor.

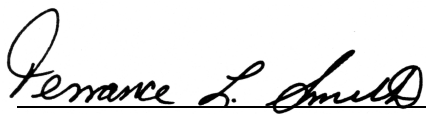
3. **Key Inventory**

- a. **Custodial Operations Program Supervisor** prepares and issues an annual inventory of keys which is forwarded to division/department heads for verification.
- b. **Division or department head** certifies accuracy of the key inventory, and reports discrepancies to the Custodial Operations Program Supervisor.

**F. FORMS AND AUXILIARY REFERENCES**

1. Key Request Form, issued by Eugene Brucker Education Center plant operations supervisor.

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education