

**AFTER-HOURS SITE ENTRY PROCEDURE
(Administrative Procedure 5000)**

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 without authorization are not to enter alarmed areas after hours, weekends and holidays.*

a.) 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 the alarm system is deactivated while staff is on site.

(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. Update School Police Services of changes that occur to authorized entry list.

b.) 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 upon entry.* The dispatcher will ask for your site name, your last name, access card number and the area in which you will be working. **The alarm system is 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 after hours without notifying School Police Dispatch.

Police Officers will be dispatched on alarms that are not verified. If you are located on or around a site when the police are responding to an unverified intrusion alarm, you will be treated as a potential burglary suspect until the police can verify who you are and what business you have at the school site.