

Hanford ESD

Administrative Regulation

Campus Security

AR 3515

Business and Noninstructional Operations

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans.

(cf. 0450 - Comprehensive Safety Plan)

These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity.
2. Secure buildings from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

4. Control access to keys and other school inventory.

(cf. 3440 - Inventories)

5. Detect and intervene with school crime. These procedures may include analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

All staff shall receive training in building and grounds security procedures.

(cf. 3515.3 - District Police Department)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

Keys

1. All keys used in a school shall be the responsibility of the principal, department head or designee.
2. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.
3. If a key is lost, the person responsible shall report the loss to the principal or designee immediately and shall pay for a replacement key.
4. Keys shall be used only by authorized employees and shall never be loaned to students.
5. Duplication of school keys by outside agencies is prohibited.
6. No master key shall be loaned to anyone.
7. An up-to-date list of key holders shall be maintained by the District.
8. A list identifying what door(s) each key opens shall be maintained by the District.
9. Duplication of keys(including re-keying an entire school in the event a master key is lost) shall be the school's site's cost except when new staff is added.
10. When an employee transfers or resigns from a department, all keys in his/her possession shall be turned in to the principal, department head or designee.

The above regulations shall be monitored by the Director of Facilities to assure that district building security measures are properly implemented.

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

38000-38005 Security patrols

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

Management Resources:

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

CSBA PUBLICATIONS

Protecting Our Schools: Board of Trustees Strategies to Combat School Violence, 1995

Regulation HANFORD ELEMENTARY SCHOOL DISTRICT

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