

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 1/5/79

REVISED: 11/10/21

**SUBJECT: Control and Security of Facilities
and Grounds**

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The county superintendent of schools is committed to protecting students, employees, visitors, buildings, equipment, and grounds at the San Diego County Office of Education (SDCOE). Safety and security are a concern to everyone. In meeting this commitment, the county superintendent of schools and his/her designee(s) shall network with:

- Law enforcement agencies.
- Other security agencies.
- Community programs (i.e., Public Oriented Policing (POP) Program).

The county superintendent of schools establishes the following conditions to strengthen security and safety at SDCOE and offsite facilities of students, employees, and visitors.

SECURITY GUARD

The county superintendent of schools or his/her designee may at any time request that a security guard is hired to patrol any and all SDCOE-owned property or facilities on a regular basis or on an as needed basis.

SECURITY IDENTIFICATION BADGES

All representatives of vendors and repair person(s) are required to register daily with the Maintenance and Operations department and shall be issued a security identification badge before entering the offices, schools, or operations of the county superintendent of schools. Employees should question and/or report to the Maintenance and Operations department any person(s) not wearing a security identification badge or anyone appearing suspicious found inside the facilities. The identification badge shall be returned to Maintenance and Operations when the person(s) leave the premises.

KEYS AND KEY CARDS

1. All keys and key cards should be issued by the Maintenance and Operations department. A Request for Keys, Form No. 77, shall be submitted to the Maintenance and Operations section for approval and issuance. Each authorized employee shall be trained in the use of the key card and security alarm system.
2. Keys and key cards shall be used only by authorized employees of the county superintendent of schools and shall never be loaned.
3. The employee issued a key and key card shall be responsible for their safekeeping.

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If a key or key card is lost, the employee responsible shall report the loss to Maintenance and Operations immediately.

4. The duplication of keys is prohibited. Duplicate keys may be obtained only through Maintenance and Operations.

ENTERING FACILITIES AFTER HOURS

1. All SDCOE buildings/facilities are protected by a security alarm system that is monitored by a licensed security firm.
2. In order to protect the integrity of SDCOE and its assets, afterhours and weekend/holiday access is limited to authorized employees.
3. Employees staying after regular working hours, reentering the facilities after working hours, or returning on weekends/holidays will be responsible for ensuring that the following procedures, at minimum, have been followed prior to leaving the property:
 - i. Place all thermostats to the off position or setting;
 - ii. Turn off all lights and other non-essential electronics;
 - iii. Confirm that the building's security alarm is set; and
 - iv. Close and lock all exterior doors.
4. A key card is required for building access. The card shall be swiped at the designed access point. The security alarm system shall be reactivated with the key card by the last person to exist the building afterhours or on weekends/holidays. Employees should be alerted to safe practices when entering the facilities afterhours and on weekends/holidays.

Derivation: Former Administrative Regulation No. 7410, Adopted 1/1/79. Amended, Renamed, and Renumbered 3515, 9/13/95. Amended 9/9/20, 11/10/21.

**Legal Reference: Education Code
1605, 32020, 3310, 32211, 35294 - 35294.5, 39670 - 39675
Penal Code
469, 626 - 626.10, 653(g)
California State Constitution
Article I, Section 28(c)**