



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks

NUMBER: BUL- 5460.0

ISSUER: Michelle King, Deputy Superintendent, School Operations Office of the Superintendent

DATE: April 22, 2011

ROUTING
 Administrators
 Chapter Chairs
 School Administrative Assistants
 Facilities Personnel
 Maintenance & Operations Personnel

MAJOR CHANGES: This Bulletin replaces Bulletin No. 2426.1 dated December 8, 2009, of the same subject. The content has been updated to include procedures and checklists for accessing and closing a school site.

GUIDELINES: The following guidelines apply.

I. INTRODUCTION

Non-school hours and holiday breaks are an opportunity for schools to be subjected to graffiti, tagging, vandalism, break-ins, and theft. Vandalism, burglary, arson, and other crimes committed against District property cost millions of dollars annually and cause disruptions of the educational process. In an effort to reduce the number of such incidents, intrusion alarm systems have been installed at many sites. These systems are monitored by the Los Angeles School Police Department (LASPD). When an activation is received, an LASPD officer is dispatched to the site. As necessary, the local police agency and/or fire department may also respond.

False alarm activations reduce the number of available patrol units and can cause a serious reduction in the level of available service at any given time. Further, city and county law enforcement agencies may charge the District for services when they respond to false alarms.

Data indicate that most false alarms are caused by employees accessing areas protected by an intrusion alarm system that is not deactivated/activated correctly. The protection of District facilities can be greatly improved if the number of entries to sites during non-school hours and holiday breaks were kept to a minimum and the alarm systems were managed properly.

II. ROUTINELY SECURING SITES FOR NON-SCHOOL HOURS AND HOLIDAY BREAKS (See Attachment A – Procedures for Accessing/ Closing a School Sites)

A. The administrator must ensure that all staff:



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1. Close and secure all classroom windows at the end of the school day.
 2. Ensure that all interior doors to classrooms are locked.
 3. Ensure that valuable equipment (e.g. laptop computers, projectors, document readers, etc.) is secured in locked cabinets or closets in locked rooms that are alarmed.
 4. Lock desks and cabinets.
 5. Unplug any non-essential electronic devices in their classroom and workroom.
 6. Double-check to ensure that their doors are closed (including connecting classroom doors), locked and secure at the end of the day.
- B. The administrator must ensure that the custodial staff:
1. Turns off the HVAC system as moving flags, displays, and posters trigger false intruder alarms. These false alarms tie up limited LASPD resources that could protect other schools.
 2. Inspects the campus before it is secured at the end of the day or before the holiday break to ensure that all doors and windows are closed, locked, and secure thus reducing the opportunity for crime.
 3. Ensures that all exterior and interior gates are locked.
 4. Ensures that all perimeter lighting is functional and that timers are set to the appropriate times.
 5. Turns off the schools bells, so that the community and LASPD, can distinguish between the fire alarm audible bell and the passing period bells.
 6. Ensures that all interior doors to classrooms are locked and all perimeter gates are secure.
 7. For schools that have Team Cleaning Crews, the following procedures will be followed:
 - a. A member of the Team Cleaning Crew will call the Area Operations Supervisor (AOS) daily to confirm that each site is secured as they leave the site.
 - b. If the AOS does not receive a call regarding a given site, the AOS Supervisor/designee will go to the site and secure it. If an AOS designee goes to secure the site, the designee will call the AOS to confirm the site is secured.
 - c. The AOS will log daily the confirmation of site security.
- C. The administrator must ensure that the clerical and office staff:
1. Lock all desks and cabinets.
 2. Lock and secure all windows and interior doors.
 3. Ensure that all keys, radios and critical devices are locked in a secure cabinet or safe in a locked room.
 4. Double check to ensure that the alarm system is functional and properly set.



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III. ACCESSING SITES DURING NON-SCHOOL HOURS

Employees authorized to be on site when staff is not routinely assigned shall follow the two-step process outlined below.

- A. The site administrator must pre-approve a written authorization for employees to enter the facility during non-business hours. The authorization shall identify the employee by name, employee number, and position title and also indicate the date, time, purpose, and authorized building(s) or area(s) to be accessed. **The employee who is given permission to access the campus during non-school hours must be knowledgeable about how to deactivate the alarm upon entering the site and how to activate the alarm when leaving the site.** Use Attachment B – Authorization to Access Site during Non-School Hours for authorization. A copy of Attachment B shall be sent to the LASPD Watch Commander in advance of site use and the employee is to keep this attachment in his/her possession when on site.

Employees shall be trained and able to perform all of the tasks in the checklist on Attachment C – Checklist for Accessing/Closing a Site During Non-Business Hours. Employees shall have a copy of Attachment C in their possession when on site. The completed checklist will be returned to the authorizing administrator.

- B. Upon arrival and entry to the site, the authorized employee shall call the LASPD Watch Commander at (213) 625-6631 with notification that staff is on site. The alarm must be deactivated for all authorized areas to be used. At the conclusion of use, the authorized employee shall call the LASPD Watch Commander with notification that the site is secured and cleared. The alarm must be activated for the entire site.

IV. PROCEDURES FOR ACCESS TO SITES WITH CIVIC CENTER PERMITS AND/OR LEASES

Whenever a permit or lease to use a District site is issued, the Leasing & Space Utilization Unit or Civic Center Permit Office shall forward a copy of the document to the LASPD Chief at least two (2) days prior to the intended date of use.

An authorized school employee must be on-site for the duration of the activity. **The employee must be knowledgeable about how to deactivate the alarm upon entering the site and how to activate the alarm when leaving the site.**

V. EMERGENCY CONTACT INFORMATION



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Site administrators are to ensure that LASPD have accurate contact information for key personnel. The Safe School Plan Creator Volume 2 can be utilized to update the Emergency Contact Information. Specific directions on this process are found in REF-1242.6. Once updated, this information is automatically forwarded to LASPD. In the event of an incident, accurate contact information is essential to the timely and accurate notification of the appropriate school staff. Timely notification ensures that school site staff has sufficient time to react and respond to any event.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

**RELATED
RESOURCES:** None

ASSISTANCE: For assistance please contact the LASPD Watch Commander at (213) 625-6631.

For further information, please call School Operations at (213) 241-5337.