



## **POLICE SERVICES AFTER-HOURS ACCESS PROCEDURE**

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**SUBJECT:** After-hours Access Procedure

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**EFFECTIVE DATE:** August 23, 2017

**PAGES:** 4

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### **PURPOSE**

To establish the procedures which requires all employees and others using District facilities to check in/out of their sites.

### **BACKGROUND**

The Communications Center monitors the alarm system for the entire District 24 hours a day. It is the policy of the Department to establish a timely, proficient and prudent reaction for responding to fire, intrusion, card access, and equipment alarms located on District-owned or controlled properties.

Police Officers will be dispatched on alarms that are not verified. If you are located on or around a school site when the police are responding to an unverified intrusion alarm, they will be treated as a potential burglary suspect until the police can verify who they are and what business they have at the school site. If the staff member does not have proper after-hours authorization, they may be escorted off site and the site administrator will be notified.

### **PROCEDURE**

**After-hours 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-hours entries must be kept to a minimum. This ensures the safety of personnel and District property. *Employees without authorization to enter the site they are checking into will not be granted access to the site after hours, weekends and holidays.*

a. **Definitions:**

- (1) After hours:

- (a) **After hours at school site:** One hour after the site's main office closes until 5:00 a.m. on normal school days. Also includes all day during summer school hours for any staff on site that is not assigned to summer school.
  - (b) **After hours at the Education Center:** One hour after the main office closes until 5:00 a.m. the following morning, and any day that the central office is closed for business.
- (2) **Holidays:** Any weekday that students are not on campus for a regular school day and it is not a normal assigned workday for all District staff.
  - (3) **Weekends:** Friday from 6:00 p.m. until Monday at 5:00 a.m.
  - (4) **Access:** Having the proper authorization from site or District administrators to be on site outside of normal work hours.

**b. 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. Consideration should be given to the site security plan since alarms are disregarded while staff is on site.
- (2) The site administrator is responsible for notifying School Police Services anytime there is a separation in service, temporary or permanent, for any staff member who has after-hours access. The site administrator shall include any circumstances which may jeopardize the security of the site. There is a seven-digit access code for accessing District sites. The number consists of the last three digits of the site location code or cost center followed by the individual employee's last four digits of his/her social security number.
- (3) Relief or temporary custodians must be authorized for after-hours entry if they will be on site after hours. It is the responsibility of the site administrator, Building Services Supervisor/Plant Operations Supervisor, or Custodial Services Supervisor to notify the School Police Services Department when a relief or temporary custodian will be on site.
- (4) 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. The site administrator is required to update the list twice a year. A new list should be submitted by the site administrator by September 30 of each year, and again by February 28 of each year. Any staff not listed on the most recently submitted list will be deleted from the after-hours access list. If a staff member is not listed on the most current list, the staff member will be denied access.

- (a) Only staff requiring after-hours access should be on the site list.
- (b) The list, and any additions throughout the year, shall be submitted on the After-hours Access form signed by the principal, site administrator, or Building Services Supervisor/Plant Operations Supervisor.
- (c) The list, and any changes, shall be done in writing via e-mail to [pdispatch@sandi.net](mailto:pdispatch@sandi.net), or fax to (619) 295-5074, and must come from the site administrator. Deletions will be accepted from Administrative Assistants or Vice Principals, as long as the notice is signed by, or copied to the site administrator.
- (d) Incomplete lists will not be processed and staff will not be granted access until the form is complete. Normal processing time for After-hours requests is 48 hours.

**c. After-Hours 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 before entry or immediately upon entry.* The dispatcher will ask for your site name, your location number, access card number and your full name.
- (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) All staff shall be checked out and off campus by 12:00 midnight every night. For any staff remaining checked in to a site after 12:00 midnight, dispatchers will assume the staff member forgot to check out. The staff will be logged by School Police and the site administrator shall be notified. School Police will send on any alarms received after midnight regardless of whether or not staff was checked in. Exceptions may only be granted by the site administrator and School Police.
- (4) **Group entries are encouraged when an entire group will be arriving and departing at the same time.** One staff member should be designated to call upon entry and exit.
- (5) Staff members shall not make quick in-and-out entries after hours without notifying School Police Dispatch. This action activates an alarm and causes a police response which results in an unfounded false alarm.
- (6) If the site has keypad access, the staff members shall call in prior to or immediately after entering their individual access code. All staff on site where there are access

keypads MUST use their individual access code on the areas main keypad in addition to calling School Police. If entry is made without calling in, the keypad access will be deemed an intrusion alarm and police will be dispatched.

- (7) Staff will only be allowed to access a site in which they have been given after hours authorization. If staff is to have access to more than one site, access to a site not matching their cost center, or access to a site which is not normally theirs, the situation shall be explained.
  - (a) Each employee shall have only one access code regardless of the number of sites they have been authorized to enter.
  - (b) The main access code for an employee having access to more than one site shall consist of the last three of the primary cost center for the normal assignment. If there is no main cost center, the access code will be verified by the dispatcher when the authorization request is granted.
- (8) School Police Services may revoke after-hours access from employees who fail to follow procedures.