

FACILITIES: SECURITY

Security

The Superintendent or designee shall develop a campus security plan for property, buildings, and grounds owned and operated by the Humboldt County Office of Education which contributes to a positive workplace climate, fosters social and emotional learning and student/staff well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each facility's security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic (if applicable).

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

3. Secure the office of education's network infrastructure and web applications from cyberattacks

These strategies may include performing an independent security assessment of the office of education's network infrastructure and selected web applications.

4. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory

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6. Detect and intervene with crime at the office of education's facilities.

These strategies may include creating a facility watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

7. Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats.

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

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student and adult restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.2, 1010.2.8.2)

Keys

All keys issued shall be the responsibility of the designated site administrator. Keys shall be assigned only to those employees who regularly need a key in order to carry out the normal activities of their positions. With approval, keys may be issued temporarily to carry out certain specific activities.

The Director of Maintenance and Operations shall establish and maintain a record keeping system so as to know at all times who has been issued keys. Master keys shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall be expected to lock all doors and windows and turn off all lights, heat, appliances, etc., when leaving the room or building.

The duplication of Office of Education keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall immediately report the loss to the appropriate administrator and the Director of Maintenance and Operations. Duplicate keys may be

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obtained only through the Director of Maintenance and Operations. The individual losing a key shall be responsible for the cost of replacement.

Keys shall be used only by authorized employees and shall not be loaned to students or other non-authorized persons.