



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Procedures To Access Sites During Non-Business Hours

NUMBER: BUL- 2426

ISSUER: Dan M. Isaacs, Chief Operating Officer
Office of the Chief Operating Officer

DATE: March 13, 2006

MAJOR CHANGES: This bulletin replaces Bulletin No. BJ-1 from the School Police Department dated April 14, 1999, of the same subject. The format and content have been updated to meet current organizational needs.

GUIDELINES: The following guidelines apply:

ROUTING
Administrators
Chapter Chairs
School Administrative Assistants

I. INTRODUCTION

Vandalism, burglary, arson, and other crimes committed against District property annually cost millions of dollars 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 School Police Department. When an activation is received, a police officer is dispatched to the site and, as necessary, the local police agency and/or fire department responds. False alarm activations reduce the number of available patrol units and can cause a serious reduction in the level of service. Further, city and county law enforcement agencies may charge the District for services when they respond to false alarms.

Research has found that most false alarms are caused by employees accessing areas protected by an intrusion alarm system. The protection of District facilities can be greatly improved if the number of entries to sites during non-business hours is kept to a minimum.

II. PROCEDURES FOR ACCESS TO SITES DURING NON-BUSINESS HOURS

Employees authorized to be on site when staff is not routinely assigned shall follow these procedures:

Opening the Site

- Telephone the School Police Department at (213) 625-6631 IMMEDIATELY upon entering the site and identify yourself by name, employee number, and position.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

- Immediately turn off the alarm system.

Closing the Site

- Close and lock all interior and exterior doors, windows and transit openings.
- Turn off air conditioning and heating units, fans and office machines.
- Free alarm sensors of ALL obstructions, including mobiles or other moving objects.
- Just prior to departure, notify the School Police Department and turn on the intrusion alarm system.

The site administrator must provide written authorization (see Attachment A) for employees to enter the facility during non-business hours. The authorization shall identify the employees by name, employee number and position title. It shall also indicate the date, time, purpose, and authorized building or areas to be accessed.

Employees shall have a copy of their completed authorization form in their possession when on site. Employees will be required to present this authorization form at the request of School Police personnel while on site. Prior written notice to the School Police Department is no longer required.

III. CIVIC CENTER PERMITS AND/OR LEASES

Whenever a permit or lease to use a District site is issued, the Real Estate Branch shall forward a copy of the document to the Chief of Police at least two (2) days prior to the intended date of use.

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

RELATED

RESOURCES: None.

ASSISTANCE: For assistance, please contact the School Police Watch Commander at (213) 625-6631 or the Office of the Chief Operating Officer at (213) 241-4133.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

Attachment A

DATE: _____

AUTHORIZATION TO ACCESS SITE DURING NON-BUSINESS HOURS

School/Site _____

NAME	POSITION	EMP. NO	DATE	HRS	BLDG AREA

Purpose of access: _____

_____.

If an employee will be supervising a group of employees or students, please note under purpose of access. The supervising employee shall have a copy of this authorization in their possession and shall not leave personnel or students unsupervised on site.

Authorization approved by:

Principal/Site Administrator