



## ADMINISTRATIVE PROCEDURE

### ACCESS TO BUILDING AFTER NORMAL SCHOOL HOURS OR OFFICE WORK HOURS

10203

Procedure No.

May 3, 1979

Date

- I. **PURPOSE:** To provide standard procedures to be followed whenever access to school system buildings is required after regular working hours.
- II. **BACKGROUND:** Security of our schools and buildings continues to be a matter of grave concern, and burglar alarms have been installed to help direct any unauthorized entry into our buildings. These detection devices will trigger alarms regardless of whether it is a thief or simply a teacher who has returned to the school to pick up a forgotten article. The system has resulted in apprehending thieves but has also resulted in detaining a number of school employees who had returned to the building in connection with their work. The procedures herein will establish a standard method of obtaining entry authorization to a school building after normal school hours and avoid problems of detention as an unauthorized entry suspect. Please note that these procedures apply to all buildings of the school system.
- III. **DEFINITIONS:** The following definitions apply to the content of these procedures
- A. **AFTER NORMAL SCHOOL HOURS:** The time when no custodian is on duty and the alarm system is set in the “Night” position. (Normally, after midnight during the work week and on Saturdays, Sundays, and holidays.)
- B. **ALARM EQUIPMENT CONTROLS:**
1. **Day Position:** Alarm system deactivated.
  2. **Night Position:** Alarm system active – entry detection signals will be transmitted to Central Alarm Station.
- C. **ACCESS CARD:** An identification card issued by the Office of Security Services to a specifically named person, which will authorize that person to enter a specific building after normal school hours.
- D. **TEMPORARY ACCESS CARD:** An identification card in the same format as the Access Card above, but over-stamped **TEMPORARY**, and which will be issued to Principals of Schools for temporary use by their staff. (Such as a science teacher needing to enter a laboratory over a weekend.)
- E. **EMERGENCY NOTIFICATION CARD:** The card maintained in the Office of Security Services for each person who may be authorized by the Principal to enter a building after normal school hours.



## ADMINISTRATIVE PROCEDURE

### ACCESS TO BUILDING AFTER NORMAL SCHOOL HOURS OR OFFICE WORK HOURS

10203

Procedure No.

May 3, 1979

Date

IV. **PROCEDURES:** The following procedures are identified to School Buildings and actions by Principals; however, the IDENTICAL PROCEDURES APPLY TO OFFICES AND OTHER BUILDINGS in the school system with the appropriate Supervisor accomplishing the same actions identified to the Principal below:

A. Permanent Access Cards:

1. Principal will maintain a record of those personnel who require continuing access to the building after normal school or working hours.
2. Principal ensures that an Emergency Notification Card is on file in the Office of Security Services for each person the Principal desires to have access to buildings after hours.
3. Office of Security Services issues ACCESS CARDS to specific persons for specific building access – forwards to persons concerned via the Principal.
4. Principal signs ACCESS CARD, delivers to person concerned, keeps record of all ACCESS CARD holders.
5. Access Card Holder signs card; keeps for use.

B. When Access to Building is Desired:

1. Before entering the school, call the Security Office, 336-5400 and give the monitor on duty the following information:
  - a. Name of school or office you will be entering.
  - b. Your name.
  - c. Your I.D. Number (upper right hand corner of card).
  - d. Your ACCESS CARD Number (located on back of card in red ink).
  - e. Your estimated time of arrival.
  - f. State reason for entering school (i.e., to work, ball practice, etc.).



## ADMINISTRATIVE PROCEDURE

### ACCESS TO BUILDING AFTER NORMAL SCHOOL HOURS OR OFFICE WORK HOURS

10203

Procedure No.

May 3, 1979

Date

2. Upon entering the school/office, you must call the Security Office and advise that you are at the school. At this time, you **MUST** turn the Burglar Alarm equipment from the NIGHT to the DAY POSITION.
3. Before leaving the school, turn the Burglar Alarm equipment back to the NIGHT POSITION and then call the Security Office to make sure the equipment is set properly and to notify the Monitor that you are leaving the building.

C. Temporary Access Cards:

Three Temporary Access Cards will be issued to each Principal, which may be issued for one-time or temporary access to the building. The following should be accomplished in substance:

1. Employee requests authority to enter the building from the Principal.
2. Principal issues the Temporary Access Card and established controls to ensure return of the card at the proper time. (Card must NOT be used as a permanent Access Card.)
3. Employee concerned follows steps in "B" above.

If an ACCESS CARD is lost or stolen, the Security Office must be advised immediately so the card can be voided and a new card issued if required. Similarly, if a person holding an ACCESS CARD is terminated or transferred to another school or office, notify the Security Office at 336-5400 so that proper actions can be taken to cancel the existing card and issue a new card. These procedures have been established for the protection of school property and for the safety and welfare of employees who must return to a school after the building has been placed in an alarm condition. It is imperative that each employee understands and complies with these procedures. Failure to comply with these instructions could result in disciplinary actions being taken.

V. **RELATED PROCEDURES:** None.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of Security Services, telephone 336-5400,



## ADMINISTRATIVE PROCEDURE

ACCESS TO BUILDING AFTER NORMAL  
SCHOOL HOURS OR OFFICE WORK HOURS

10203

Procedure No.

May 3, 1979

Date

who will answer questions and update the procedures as may be necessary from time to time.

- VII. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** May 3, 1979.

Approved by:  
Edward J. Feeney  
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11