

Downey Unified School District

ADMINISTRATIVE SERVICES

SECURITY - VANDALISM - EXPLOSIVES

AR 6525

Prevention

Every employee of the District shall be constantly alert to the possibility of illegal entry into school buildings and shall take all reasonable precautions to prevent or discourage such illegal entries. These precautions shall include but not necessarily be limited to:

1. Individual checks to certify doors and windows are properly locked. Special procedures shall be established by each site administrator to ensure coordination of this security measure with the site use.
2. Fences and shrubbery shall not be permitted to obscure visual observation or screen areas of possible illegal entry.
3. Materials and equipment shall not be left open to view from outside the building when such materials or equipment might become an attraction to enter.

Illegal entry shall be further prevented and discouraged by adherence to the following key control requirements.

1. Each site or school campus shall be provided with a system of key control.
2. The site administrator shall be held responsible for maintaining the key control system.
3. Keys shall not be duplicated except with the approval of the Director, Maintenance, Operations, and Transportation, and only with the authorization of the accountable administrator.
4. Keys shall not be issued or loaned to non-employees, except that restroom keys may be issued to a facility user when a suitable agreement has been executed and secured by a monetary deposit.
5. Great Grand Master keys shall be issued only to the Superintendent; Deputy Superintendent; Director and Assistant to the Director, Maintenance, Operations, and Transportation; Director, Pupil Services; Custodial Services Coordinator; Maintenance Supervisor; and the plumber and electrician listed on the emergency telephone card.

The school principal shall issue those keys required by the school staff, issuing Master and Grand Master keys only to his/her immediate administrative staff.

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Prevention - continued

Surveillance shall be considered necessary to the control of vandalism. Every employee of the District shall be constantly alert to recognize suspicious acts of students or other persons on school property. Citizens should be encouraged to report to the proper authorities any suspicious persons or occurrences on school property.

Maintenance of a citizens' alert system shall be delegated to each school principal as an adjunct to other means of surveillance.

All school grounds shall be closed to all persons between the hours of 11:00 p.m. and 6:00 a.m., with the following exceptions:

1. Supervised activities conducted as school functions.
2. Custodians working overtime as an extension of the normal work shift until 12:00 midnight.
3. Police, fire, and designated personnel responding to an emergency on the school grounds.

Control

Any employee of the District with knowledge of school vandalism should immediately attempt to determine the general nature of the vandalism and whether or not there exists an immediate threat to life or health. Employees should then immediately report any findings to their supervisor (except that fire or persons actively engaging in unlawful acts should be immediately reported to the proper civil authority). The Lead Maintenance Worker, on request, will survey the damage and estimate repair costs. A report of vandalism will then be filed with the Maintenance Supervisor.

Fire, Explosives, Weapons

When it has been determined that fire, explosives, incendiary devices, or weapons may have been introduced on school property, procedure shall be in accordance with the following guidelines:

1. Fire shall be immediately reported to the appropriate fire station. The site administrator shall make this emergency number readily available.

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Fires, Explosives, Weapons - continued

Individual sites should call the Downey Fire Department, with the exception of Pace School, which is served by the Los Angeles Fire Department. Individual judgement must then be exercised in taking appropriate action. Personal and individual safety will always be held paramount to all considerations of property or monetary loss.

2. When a District employee encounters an explosive or incendiary device or a threat of such device, the employee should follow the recommended procedures set forth in AR 3156 and the Emergency Procedures handbook prepared by the Director, Pupil Services. The employee should immediately further provide the site administrator with all the available information regarding the incident.
3. When any District employee encounters weapons or explosives, or has reason to believe weapons or explosives are on District property, the employee shall notify his/her immediate supervisor, who shall secure the immediate area where the weapons are known or believed to be. No show of force shall be made or resisted by District personnel. Handling the weapons or explosives should be avoided if possible. The site administrator and the police should be immediately notified.
4. In all incidents involving fire, explosives, or weapons, the site administrator or designee shall maintain an accurate chronological log of the incident, giving names, dates, times, and a complete description of all related activities. Each log entry should be initialed by the person making the entry.

Incident Analysis

Subsequent to any incident of vandalism or malicious mischief, the site administrator or designee shall review the incident and related records and record any additional information to fully document the incident. The monetary costs should be determined, including all time expended by District personnel. The impact upon the school program shall be assessed and the implications should be considered.

Whenever it is appropriate the incident should be discussed and analyzed with the proper civil authorities, and the determination should be made as to whether or not the proper actions were taken by those persons and agencies involved,

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Incident Analysis - continued

how the incident might have been prevented, and what future measures should be taken.

Penalties and Restitutions

Each site administrator shall make every reasonable effort to determine the identity of persons vandalizing school property.

When the District has suffered a measurable monetary loss by vandalism, the incident is adequately documented, and the vandal has been identified, the Director, Pupil Services, shall demand from the vandal, or those persons legally responsible for the acts of the vandal, payment in the actual amount of the loss, including any reward paid by the District in accordance with provisions of the Government Code.

The Director, Pupil Services, shall further coordinate collection activities with the police and juvenile authorities to incorporate restitution as an integral part of the penal action and/or rehabilitation attempts.

The Superintendent shall direct the Director, Pupil Services, to file claim for restitution with Small Claims Court if it appears the circumstance warrants exercising further restitution efforts when attempts as specified above have been unsuccessful.

Students determined to be guilty of setting fires or of bringing or carrying weapons and/or explosives onto any school site shall be subject to immediate suspension. Further, the Superintendent shall recommend that expulsion proceedings be explored depending upon the degree of the violation.

Related Documents

Emergency Procedures - Downey Unified School District. A handbook which outlines procedures for use in case of bomb threat.

Procedures for the Collection of Vandalism Damages - California Association of School Business Officials, Insurance Research Committee, Southern Section. A procedural outline including suggestions and formats for reporting and collecting vandalism damages.

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