

**Administrative Procedures for Policy 1500 (Administration)
Regarding Safety and Health School Facility Security**

- I. Calvert County Public Schools' employees will take every reasonable precaution to secure school facilities and to ensure the safety of individuals who are on school property for legitimate business.
- II. Definitions
 - A. Facility – School property including buildings, classrooms, offices, gates, trailers, field houses, storage sheds, athletic fields, and all surrounding grounds.
 - B. Suspicious activity – unusual or inappropriate activity on school grounds. Examples may include an unknown individual taking pictures of the facility or a visitor without proper credentials.
- III. Directors, department heads, and building administrators are responsible for securing buildings each day. All directors, department heads and building administrators will (as is appropriate to their area of responsibility):
 - A. Ensure that employees and visitors to sign-in and sign-out of each facility with the KeepnTrack system;
 - B. Ensure that identification badges are worn by staff and visitors;
 - C. Limit entry points to each building. Visitors should be routed to a single point of entry. All doors shall remain locked during school hours.
 - D. Ensure that employees are aware of their responsibility to report suspicious activity and have the means to do so;
 - E. Evaluate, at least annually, the procedures used to secure their facility and make adjustments as necessary;
 - F. Authorize the distribution of keys and/or swipe cards to each facility, including classrooms, only to those individuals whose job responsibilities include the reasonable expectation that they may be required to access the facility or classroom(s) when they are vacant. At a minimum, these individuals should include the building administrators and the head day and night custodians;
 - G. Work with the Director of Human Resources to establish a process to collect keys from employees who are re-assigned to other buildings, and identification badges and/or swipe cards and keys from employees prior to their last day of work for CCPS;
 - H. Notify the Superintendent as soon as reasonably possible given the circumstances when building security is compromised;
 - I. Communicate daily with the head custodian to determine when the building will be locked taking into consideration student and community use of the facility.

IV. Building Alarm Codes

- A. Each facility will be protected by a security alarm system that is maintained by the Director of School Facilities or designee.
 - B. The Director of School Facilities or designee is the only individual authorized to change the alarm code for each building.
 - C. The alarm code for a building shall be provided to those individuals who have been authorized to hold a key to that facility.
 - D. Alarm codes must be set by the last person in the building each evening. If there is a problem with the alarm, that individual shall contact his/her supervisor prior to leaving the facility to determine how to resolve the issue.
 - E. If it is determined that an unauthorized individual has a key or knows the alarm code to a facility, the director, department head, or building administrator will:
 - 1. Notify the Directors of Human Resources and School Facilities so they are aware of the security concern;
 - 2. In consultation with those Directors, determine the need for follow-up with the individual in question and determine the need to reset the alarm or re-key the locks; and
 - 3. Notify law enforcement as necessary.
 - 4. If the key or alarm code is obtained through fraudulent or illegal means and the building must be re-keyed or re-coded as a result, the individual having the key and/or alarm code in his/her possession shall bear all costs associated with the re-keying and/or re-coding of the building.
- V. This procedure seeks to establish a record chain of accountability for individuals requiring access to CCPS buildings, classrooms and other properties. Safety and security can be enhanced by limiting building access.
- A. **Key Management:** Interior or Classroom Keys shall be managed by the principal/administrator or his/her designee for the assigned location. The individual with the responsibility shall be required to collect and inventory all keys yearly. Missing keys shall be reported to the Director of School Facilities immediately.
 - 1. Keys shall only be issued to authorized individuals who are CCPS employees with legitimate requirement as determined by the superintendent/designee and/or building level administrator.
 - 2. To facilitate the procedures, the individual requesting a hard key shall complete a written request via memorandum. Information submitted must include the name of the building, room number, key number, and the name of the requester to whom the key will be issued.
 - 3. The completed request shall be submitted to the appropriate principal, assistant principal, and/or a designee with the granted authority to act on the behalf of the Executive Director of Administrations/designee.
 - 4. The request can only be approved by the school administrator and Director of School Facilities.

5. When the request is approved, the key will be issued to the requester along with a copy of the original request.
6. The original form will be kept in a locked file, or copied to an electronic computer file, at the key recipient's school for yearly inventory.
7. The key shall not be transferred by the key holder to any other individual to include spouse or other relatives.
8. Upon termination of the key holder, it is the responsibility of the principal and/or the Human Resources Department to have the key returned. Unreturned keys shall be reported to the Community Resource and School Safety Specialist and/or law enforcement.
9. Upon transfer, resignation, or retirement, the employee shall relinquish all assigned keys to his/her immediate supervisor.
10. All keys shall be collected and inventoried at the end of each school year by the school principal or their designee.

B. **Key Duplication:**

1. The key shall not be duplicated by the key holder.
2. Keys duplicated without proper approval shall be immediately relinquished and forfeited by the issuing authority.
3. Duplicating CCPS Keys without proper authority may be grounds for dismissal.

C. **Replacement of Lost and Stolen keys:** Each person issued a key accepts full responsibility for safeguarding said key against loss by carelessness or theft.

1. If a key is lost or stolen, the principal and Director of School Facilities shall be notified immediately upon discovery of the loss or theft.
2. The principal shall be responsible for notifying the Community Resource and School Safety Specialist.
3. The Community Resource and School Safety Specialist and building principal shall interview the key holder and complete a full report detailing the circumstances resulting in the loss of theft.
4. For cases involving theft, the Community Resource and School Safety Specialist exercise discretion and notify law enforcement for legal prosecution in appropriate cases.
5. In the event a key is lost or stolen, each individual shall be responsible for the actual cost of replacing the key(s) and associated lock(s). Also, failure to turn over any and all keys at the time of termination shall result in the individual being charged for the actual cost of replacing those key(s) and lock(s). This is to be reconciled prior to releasing the individual's final pay check.

D. **Disciplinary Actions:**

1. Key holders who fail to comply with the requirements of this procedure will be subject to disciplinary actions up to and including dismissal and/or charges

with all fees necessary to reconfigure or otherwise replace the lock/system in place.

VI. Other

- A. Facilities may utilize audio and video surveillance in accordance with Policy 1060 Regarding Audio and Video Surveillance.
- B. Outside events/organizations are restricted to designated/approved areas in accordance with Policy 8123 Regarding Use of School Facilities.