



## San Diego Unified School District

EUGENE BRUCKER EDUCATION CENTER  
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School Police Services Department



### ADMINISTRATIVE CIRCULAR NO. 20 School Police Services

#### SAN DIEGO UNIFIED SCHOOL DISTRICT

**Date:** 9-4-18

**To:** Principals, Division and Department Heads, Child Development Center Administrators, Plant Operations Supervisors, and Building Services Supervisors

**Subject:** After-hours Access

**Department and/or Persons Concerned:** All Employees

**Due Date:** September 30, 2018

**Reference:** After-hours Access Procedure

**Action Requested:** All Principals/department heads will review the After-hours Access Procedure with staff and update their after-hours access list by September 30, 2018.

#### **Brief Explanation:**

During the 2018/19 SY, School Police and the San Diego Police Department responded to approximately 2100 false alarms. A large percentage resulted from staff members violating the After-hours Access Procedure by failing to check in/out of their sites, subsequently leaving the site unmonitored and vulnerable to property loss and damage, along with the misuse of valuable law enforcement resources.

The After-hours Access Procedure explains the process to access any District site and mandates all employees and others using District facilities comply with proper procedures concerning safety and security. This procedure further provides direction on how to properly enter and exit a District facility to mitigate property damage and loss. (Attachment 1)

Police Officers will be dispatched on alarms that are not verified. If an individual(s) is located on or around a school site when the police are responding to an unverified intrusion alarm, they

will be treated as a potential burglary suspect until the police can verify who they are and what business they have at the site. If the staff member does not have proper after-hours authorization, they may be escorted off site and the site administrator will be notified.

Work safety is a responsibility shared by all employees. As administrators, you are to maintain the safest possible working conditions by encouraging and enforcing the After-hours Access Procedure.

You are required to establish and maintain the authorized entry list and provide a copy to the School Police Dispatch Center.

The list, and any changes throughout the year, shall be done in writing via e-mail to [pdispatch@sandi.net](mailto:pdispatch@sandi.net), or fax to (619) 295-5074, and must come from the site administrator. Deletions will be accepted from Administrative Assistants or Vice Principals, as long as the notice is signed by or copied to the site administrator. Normal processing time for After-hours requests is 48 hours.

We appreciate your continued support in keeping our schools and sites safe.

If you have any questions, please contact Deanna Laramore, Communications Supervisor, at School Police Services at (619) 291-7678 or via email at [dlaramore@sandi.net](mailto:dlaramore@sandi.net).

Michael Marquez  
Chief of Police