



Chico Unified School District
1163 East Seventh Street, Chico, CA 95928-5999
(530) 891-3000

**Administrative
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CAMPUS SECURITY

The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

These strategies may include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling of places used for congregating and loitering.

3. Secure the district's network infrastructure, data and web applications from cyberattacks

4. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory

6. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence. All staff shall receive training in building and grounds security procedures and emergency response.

Surveillance Cameras

Placement - In consultation with the District Incident Response Team, relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Signage and Notification - the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations, including main entrances, around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may be actively monitored at any time. The Superintendent or designee shall also provide written notice to students and parents/guardians that the district utilizes a surveillance system and the recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

Live Monitoring of Surveillance Feed - the District reserves the right to authorize monitoring of live feeds from District surveillance cameras if:

1. An exigent (requiring urgent aid or action) incident threatens the safety and security of CUSD students,



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staff, or community members.

2. Monitoring a live feed will inform an ongoing investigation of a personnel issue.
 - a. The person(s) monitoring the live feed may only view live feeds from cameras directly related to the investigation

Access to Recordings - Video recordings are the sole property of the District and release of such video footage will only be made as permissible pursuant to Local, State, and Federal law. Any release of video footage may only be authorized by the Superintendent or Designee. The District may rely on images obtained through recording of footage to enforce Board Policy, Administrative Regulations, Facility Use Agreements, and other applicable law including, but not limited to, student and staff disciplinary proceedings and matters referred to local law enforcement agencies, in accordance with Board policy.

Student Records - A recorded image of an identifiable student directly related to a student and maintained by the District is considered a student record per California Education Code 49060-49079 and FERPA. Accordingly, these images may be shared with parent's guardians, students whose images are included in the footage, and with law enforcement agencies, as required by law and as deemed appropriate by the Superintendent or Designee.

Personnel Records - to the extent that any image from the District's surveillance system creates a personnel record, the Superintendent or Designee shall ensure the images are accessed, retained, and disclosed in accordance with applicable law and CUSD Board policy.

Request for Records and Viewing Requests - The Superintendent or Designee may authorize the transfer of recorded footage through use of archivable mechanisms (thumb drives, SD cards, etc.). The Superintendent or Designee may also provide access to footage without prior parental consent, subpoena, or court order under the following circumstances, to include but not be limited to:

1. At the request of a site or District administrator
2. As requested by a judge, probation officer, district attorney, and/or counsel of record for a minor for purposes of one or more of the following:
 - a. conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or a violation of a probation condition
 - b. Conducting or participating in the truancy process
 - c. Compliance with the Compulsory Education Law
 - d. To inform an active kidnapping investigation
3. Informing an active investigation by local law enforcement when there is reasonable suspicion that footage may depicts an action or event related to a criminal act, or violation of school rules, or the footage depicts a situation constituting a health, safety, and/or security emergency requiring immediate action to protect students, staff, and/or community members.

Data Storage - All recorded footage will be stored in a secure District system to avoid tampering and ensuring confidentiality in accordance with applicable laws and regulations. Recorded footage will be stored up to the maximum the current District data storage capacity allows.



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Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.2, 1010.2.8.2)

Keys

It is the policy of the District that other than during normal working hours all buildings shall be locked in order to maintain the safety of both the buildings and

purpose of conducting District business only. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage from failure to do so.

The Maintenance and Operations (M&O) Department is responsible for providing building access at each school site as well as the District Office and Corporation Yard. The primary access control to buildings (both exterior and interior) is provided by a manual key system utilizing "restricted" keyways to prevent unauthorized key duplication. All campus door locks (except as noted above) shall be keyed within this system. Working with the building users M&O will determine the keying and issue all keys. No other sources for keys are authorized. All keys issued remain the property of Chico Unified School District. (Keys to vehicles, cabinets, lockers, and desks are not covered in this policy.) M&O will attempt to furnish such keys upon request but the issuance and control of these keys are the responsibility of the individual District departments.

PC 469, 00469.000 – Possession of duplicate keys without authorization.

Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

Key Structure and Designated Assignments

1. **Individual Door** – Site level, issued by Office Manager and Principal.
2. **School Site Master Key (SSMK)** – The SSMK in a level 2 Master Key system, or Master Key (MK) in a higher level Master Key system.
3. **Grand Master Key (GMK)** – The GMK in a 3 level Master Key system, or a Grand Master (GM) key in a higher level Master Key system.
4. **Great Grand Master Key (GGMK)** – The GGMK in a 4 level Master Key system, or a Great Grand Master (GGM) key in higher level Master Key system.

Requesting Keys

All employees will be issued keys needed to access offices and/or work areas. All requests must be submitted to M&O through the Work Order system.

1. Submit a work order request through your department's key coordinator to the M&O Work Order system

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with the appropriate information (Key Request Form must be completed).

2. Submit formal Key Request Form to M&O. All key requests require a properly signed key request form(s) submitted to the M&O Key Shop in advance of the date needed. Signed request forms must be mailed; hand delivered, or mailed to M&O and have a printed name as well as an authorizing signature.
3. The Key Shop will match the authorization form with the work order and verify proper signature(s). The key(s) will be fabricated and the key coordinator notified the order is available (may be picked up or delivered, but not inter-District mailed).
4. For Substitute, Contractors, Consultants, Vendors and Other Non- District Personnel – School site may temporarily assign a key to a substitute, contractor, consultant, vendor, or other non-district personnel by using the Key Issue Agreement Form. Please note to whom key is assigned as well as check in/out date and time. Key Issue Agreement must be signed by school site and party requesting key, for the key to be issued.

Returning Keys or Key Transfer

If there is a question regarding the issuing entity, turn keys in to site Key Control Authority (KCA) or M&O Key Shop. Do not turn keys over to anyone else (such as another person who is assuming your position). You will be held responsible for all keys issued to you.

1. All keys shall be returned to the issuing department/KCA.
2. Final paychecks, records, and/or transcripts may be held pending return of key(s). When a key holder separates from the District for any reason all keys must be returned to KCA prior to the last day of employment. Business Services Department is responsible for ensuring the key is retrieved and no longer in the key holder's possession upon their separation from the District.
3. Substitute, Contractors, Consultants, Vendors, and other Non-District personnel – All keys must be returned to the issuing KCA at the completion of the project. Written confirmation from the KCA is required before final payment is made.

Unreturned, Lost, Stolen, and Damaged Keys

1. A fee for unreturned or lost keys shall be established.
2. It is the responsibility of the individual to report all keys, which are lost, stolen or broken to the KCA and M&O immediately.
3. It is the responsibility of the authorizing entity to ensure keys are secured from personnel terminating employment. IF keys are not returned, they will be considered lost.
4. In the event that facility keys are unreturned, lost, or stolen, it shall be policy to recombine immediately any cylinders accessible by the lost key(s).
5. All re-keying charges must be paid by school site, department, individual, or company responsible for losing the key. Rekeying charges shall be determined by the number of locks operated by the lost or stolen key(s).
6. If any individual has two or more separate incidents of lost, stolen, or non-returned key violations within a one-year period, key privileges will be revoked.

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7. A police report detailing circumstances of the theft of the lost or stolen keys must also be copied to KCA and M&O before issuance of a replacement key may be made. If keys are later found, notification to applicable parties must be notified immediately.
8. If a key is broken or otherwise damaged the pieces must be returned to the departmental key coordinator or the M&O Key Shop. If a key is broken off in a lock or is malfunctioning notify M&O immediately. A new key will be issued after damage verification. There is no charge for the replacement.

Record Keeping and Storage of Keys (Key Control Authority)

Maintained at a site level by KCA. The key management system shall be maintained in either a manual or computerized format. Format to include key code numbers and correlating room/door number, assigned individual with department contact information, date of issuance, description/purpose of assignment. Information to be kept current as well as securely stored and confidential with transactions recorded in a timely manner.

Annual Inventory

Preventative maintenance shall be performed regularly to ensure proper operation of keys and locks in order to maintain security.

- a) Worn keys shall be replaced to avoid breakage.
- b) Worn or poorly functioning cylinders shall be replaced to maintain proper security.
- c) Key machines shall be checked and calibrated regularly.

On an annual basis, the responsible department will determine that the proper accountability of keys is being maintained by conducting random key checks that sample the keys being carried by at least 25% of all departmental keyholders.

Perform periodic audits of key cutters to determine if unauthorized duplicate keys can and/or have been obtained.

Reports shall be periodically generated with list of assigned keys and distributed by department with a written response required to confirm the accuracy of the information being held.

M&O Department will receive this list and shall verify an inventory and certify that all keys are secured and accounted for. All GGMK and GMK keys issued to M&O personnel must be secured in a locked "key cabinet" within a locked office when not being used by on-duty personnel. KCA is also required to conduct a "no notice" semi-annual inventory of site issued keys. Inventory/certification must be returned not later than January 31st and July 31st of each year. At any time when a certification letter is suspected of being an inaccurate representation, the Key Shop retains the right to request a physical inspection to actually see all keys issued to the department.