

Campus Security

The Solano County Office of Education (SCOE) is committed to providing an educational environment that promotes the safety of students, employees, and visitors to its grounds. SCOE also recognizes the importance of protecting its property, facilities, and equipment from vandalism and theft.

The County Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of SCOE's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Surveillance Systems

SCOE believes that reasonable use of surveillance cameras will help achieve its goals for security. In consultation with the safety planning committee and relevant 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 SCOE's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds, on buses, or wherever the surveillance system is used. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether SCOE's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about SCOE's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

To the extent that any images from SCOE's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, SCOE policy, administrative regulation, and any applicable collective bargaining agreements.

The Superintendent or designee shall ensure that SCOE's campus security plan 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 from outsiders and discourage trespassing

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

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

Policy 3515 (Continued)

4. Control access to keys and other school inventory
5. Detect and intervene with school crime

These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies, including providing for law enforcement presence.

All staff shall receive training in building and grounds security procedures.

Keys

All keys used at a SCOE site shall be the responsibility of the site administrator or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The site administrator or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall be used only by authorized employees and shall never be loaned to students. The master key shall not be loaned.

The person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the site administrator or designee and shall pay for a replacement key.

Legal Reference:

EDUCATION CODE

- 32020 Access gates
- 32211 Threatened disruption or interference with classes
- 32280-32288 School safety plans
- 35160 Authority of governing boards
- 35160.1 Broad authority of school districts
- 38000-38005 Security patrols
- 49050-49051 Searches by school employees
- 49060-49079 Student records

PENAL CODE

- 469 Unauthorized making, duplicating or possession of key to public building
- 626-626.10 Disruption of schools

CALIFORNIA CONSTITUTION

- Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

- 1232g Family Educational Rights and Privacy Act

COURT DECISIONS

- New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

- 83 Ops.Cal.Atty.Gen. 257 (2000)
- 75 Ops.Cal.Atty.Gen. 155 (1992)

Policy Cross-Reference:

- 0450 Safety Plan
- 1250 Visitors/Outsiders

Policy 3515 (Continued)

Policy Cross-Reference: (Continued)

- 3440 Inventories
- 3515.2 Disruptions
- 3515.3 District Police/Security Department
- 3515.4 Recovery for Property Loss or Damage
- 4112.6 Personnel Records
- 4131 Staff Development
- 5112.5 Open/Closed Campus
- 5116.1 Intradistrict Open Enrollment
- 5125 Student Records
- 5125.1 Release of Directory Information
- 5131.1 Bus Conduct
- 5131.5 Vandalism, Theft and Graffiti
- 5137 Positive School Climate
- 5138 Conflict Resolution/Peer Mediation
- 5144 Discipline
- 5144.1 Suspension and Expulsion/Due Process
- 5145.12 Search and Seizure
- 5145.9 Hate-Motivated Behavior