

MANAGEMENT SUPPORT SERVICES

Security

Staff Access

Staff members will have access to their work sites between 5:00 AM and 11:00 PM, as authorized by an administrator, when returning from a school athletic or activity trip, and under other special circumstances.

Access may be limited for maintenance, pest control, construction, summer shutdowns, or other reasonable district requirements.

Alarm Systems

Each work site will have a security alarm system that is armed at the end of the last custodial shift of the day and disarmed at the start of the first shift on the next working day.

Staff members in a building during hours when the alarm system is to be armed must sign in and out on the alarm log at the alarm keypad; arm the alarm system when leaving the building when the log indicates no other authorized building user is present; and call the phone number on the keypad to report malfunctions.

Staff must keep security alarm codes confidential and may not give alarm codes assigned to them to any person. Use of security codes by other than the person authorized must be immediately reported to the maintenance supervisor.

Each CKSD work site will have:

- Exterior lights at keypad entrances, in parking areas, and on a pathway from the parking area to the keypad entrance, which are on from dusk to 11:00PM; and, from two hours before the start of the school/work day until daylight.
- Exterior lights illuminating a pathway from each portable to an auxiliary building to the main building at each school site.
- A security system that is armed at the end of the last custodial shift each workday and disarmed at the start of the first shift of each workday.

Keys

District keys/fobs are issued to individuals for individual use on district business and are to be kept in the possession of the person to whom they are issued.

District keys/fobs may not be duplicated. Lost keys/fobs must be immediately reported to the director of Grounds, Maintenance and Custodial Department or after hours to the GMC after-hours trouble line by the employee's supervisor.

Staff Precautions

Staff members must check the entrance door used after hours to ensure that it is locked and latched after entry or exit; relock interior doors after use; and, decline to unlock doors for anyone not authorized to be in the area.

Staff members should take additional appropriate precautions for their own safety including: checking the alarm system and sign-in log for the presence of other authorized staff in the building; arming the alarm if found disarmed and no authorized person is present; arranging with other staff to work the same off-hours times; making appropriate provisions to communicate safe arrival and departure or emergencies to another person; and, report faulty doors and windows to a building custodian or the Maintenance Department.

Employees must sign in at the office when, during work hours, they enter a CKSD school that is not their primary assignment, and shall sign out when leaving. Employees working at a remote location on the campus may notify the office by telephone that they are leaving, rather than signing out.

Food Service and Warehouse delivery drivers who are delivering standard material to a regular location and who remain no longer than necessary to complete the delivery are exempt from this requirement.

Staff shall wear an approved form of identification while in any CKSD school and non-school site.

Staff shall direct each person they encounter in a school who is not wearing appropriate identification to the school office.

All incidents of vandalism and burglary shall immediately be reported to the appropriate law enforcement agency and the executive director of safety and operations.

Repairs

The Maintenance Department will make every effort to respond the same day to reports of faulty or damaged exterior doors or windows and alarm system malfunctions.

Video Surveillance on School District Grounds or Property

Camera Location, Operation and Control

- A. School district grounds, buildings and property including buses used for district purposes may be equipped with video surveillance cameras. Equipment may be placed in areas where there is not a reasonable expectation of privacy, such as parking lots, entrances, exits, hallways, front offices, gymnasiums, cafeterias, libraries, and other public shared, or common spaces.
- B. Video surveillance cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, including locker rooms and restrooms.
- C. Video surveillance will not be used in staff lounges except by request of the majority of the staff and with the knowledge of all the staff.
- D. Only personnel authorized by the superintendent shall install or adjust video surveillance cameras or related equipment.
- E. Only individuals authorized by the superintendent or designee shall have access to video surveillance cameras, monitors, or monitoring tools and be permitted to operate the controls.
- F. In accordance with federal and/or state laws, audio shall not be monitored or recorded by video surveillance cameras except on school buses.

The superintendent shall consult with the appropriate administrator in matters involving students and with the assistant superintendent of human resources in matters involving employees. Collective bargaining agreements should be reviewed and any use of video surveillance cameras shall follow such agreements.

The district shall not use video surveillance cameras for other purposes unless expressly authorized by the superintendent.

Protection of Information and Disclosure

- A. Video Monitoring and Viewing:
 - 1. Only the district or school administration, campus security staff and members of law enforcement shall have access to video monitoring devices while they are in operation.
 - 2. Video monitoring should be in controlled access areas wherever possible.
 - 3. Recordings shall be viewed on a need-to-know basis only, and in

such a manner as to avoid public viewing.

B. Release of Surveillance Video to Individual or Entity Outside of the School District

A person requesting release of a video recording shall submit to the district's public records officer a request consistent with the provisions of the public records act. Such requests will be considered on a case-by-case basis.

Notice of Use of Video Systems

Signs advising users of the presence of video surveillance equipment will be posted.

Custody, Control, Retention and Disposal of Video Records/Recordings

The district will retain custody and control of all original video recordings not provided to law enforcement. With the exception of records retained for criminal, safety, or security investigations or evidentiary purposes, the district will not maintain recordings for more than thirty (30) days. The district will make reasonable efforts to ensure the security of recordings in its custody and ensure their safe and secure disposal.

All video recordings will be kept strictly confidential to the extent allowed under Washington State Public Records Act RCW 42.56, and except as necessary to support discipline or prosecution, recordings will be destroyed in accordance with current and applicable section of the Local Government Common Records Retention Schedule (CORE) - published by Washington State Secretary of State.

Applicability

This procedure does not apply where a law enforcement agency presents a search warrant authorizing the agency's installation of video or audio security on district property.

Covert Surveillance

Covert video surveillance will be used only to deter or detect criminal activity when there is reason to believe it will be effective. Covert video surveillance is surveillance utilizing a camera, which is not either visible or readily recognizable as a camera; or announced by a sign in the area subject to surveillance indicating that video surveillance may occur in the area.

Covert video surveillance will not be used in classrooms without prior notice to association presidents of all staff assigned to the classroom. In that event, the plan will be provided to the association presidents.

Covert video surveillance will not be used without a specific written plan, which will address:

1. Placement of the camera.
2. Hours/days during which the camera will operate.
3. When and by whom the files will be removed, reviewed, and deleted.
4. When the system will be removed.

Each such plan will be signed by an administrator for the building, the grounds, maintenance and custodial supervisor, and either the executive director of safety and operations or the superintendent.

There will be no audio recording or audio surveillance in connection with covert video surveillance, except as authorized by court order. Unauthorized covert video surveillance is prohibited and is to be reported to the executive director of safety and operations.

Approved: September 22, 1999
Revised: May 23, 2001
Revised: August 23, 2005
Revised: January 30, 2015
Revised: March 13, 2019