

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 38 (Rev.)
February 13, 1998

SUBJECT: SECURITY COVERAGE FOR ADULT SCHOOLS, OCCUPATIONAL CENTERS AND SKILL CENTERS

I. Background

II. Establishing the Budget

III. Adjustments After Budget is Established

This revision supersedes the bulletin of the same number issued on June 5, 1996. The content has been revised to reflect changes in procedures for security coverage of Associated Student Body functions.

I. BACKGROUND

Security staff for adult schools, occupational centers and skills centers consist of Special Officers and Plant Security Aides (PSA). Staff assignments, hours of coverage, and number of security staff assigned are based on need--location, crime reports, number of branches, and enrollment levels.

II. ESTABLISHING THE BUDGET:

The security budget for any given year is established by using the prior year information adjusted for new information, including class schedules, enrollment levels, size of branch locations, crime reports and other factors affecting security.

Recommendations from the Principal and the School Police Department are taken into consideration by the Division Administrator. Availability of funds is also considered prior to approval of any requests.

III. ADJUSTMENTS AFTER BUDGET IS ESTABLISHED:

After the first month of each semester especially in the fall, changes in staff assignments will be completed to accommodate the increase or decrease of enrollment or the cancellation or addition of classes.

School administrators are expected to review the level of security coverage (number of people assigned) in the context of new information and initiate the request for adjustment even if it results in a reduction in staffing.

All security positions are established in the budget by location. A position control system is in place. Therefore, any adjustments (except for special circumstances listed in B, C, D or E below) must follow the procedures listed below:

A. Requests for Staffing Adjustment:

1. Principal or designee requests adjustment in writing to the Division Administrator.
2. School Police Department reviews crime reports and calls for service in the area and provides recommendation to Division Administrator. Additional staff provided may be permanent for the year or assigned only for a short-term basis, depending on the specific situation.
3. Fiscal Services processes budget adjustment if the number and/or the type of position is affected. Budget adjustments are subject to availability of funds.
4. School Police Department assigns staff when budget/position is in place.

B. Security Coverage for District Events/Vacations/Jury Duty/Military Leaves

1. Send request for security coverage to the Division Administrator at least four weeks in advance to allow School Police enough time to properly assign personnel. **PLEASE DO NOT CALL SCHOOL POLICE FOR SECURITY COVERAGE ONE DAY BEFORE THE EVENT.**
2. Vacation requests are subject to review by the School Police Department in coordination with the site administrator prior to approval and processing by School Police Department. The Department requires that vacation requests be turned in one pay period prior to vacation date.

C. Security Coverage for Student Body Activities

1. For student body sponsored activities, please follow same procedure as Section III. B. 1 above. Special Officers may not be hired for student body funded expenditures.
2. After the event, complete the Overtime Authorization form which can be obtained by calling the Sergeant on duty in the Police Support, Adult School at 213/625-6641. Send the completed Overtime Authorization form to School Police, Room H-132.
3. Salaries and corresponding fringe benefits will be billed and paid out of the Student Body funds.

D. Security Coverage Due to Illness:

Calls for security coverage due to illness will be made on a case-by-case basis, determined by current staffing, availability of personnel, and availability of funds. Requests for coverage due to illness should be made directly to School Police; however, long-term illness leaves require prior Division approval.

E. Security Coverage for Emergency/Volatile Situations:

Telephone requests may be made to the Administrator in cases of emergency, or when the Principal deems that the situation may escalate to a level requiring additional security. Security coverage will be on a short-term/temporary basis.

For assistance, please telephone one of the following:

- **Adult Schools Administrator: Lupe Reyes - (213)625-5415**
- **ROC/ROP/Skills Centers Administrator: Loretta Walker - (213)625-6642**
- **Special Officers: Sgt. Robert Denardo - (213)625-6065**
- **PSAs: Ken Wade - (213)625-4980**

For fiscal services assistance, please call Jessica Biscocho at (213)625-6646.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Career Education**

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