

# Policies

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## Westerly Public Schools Key Control Policy

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**No. 9020**

The purpose of this policy is to establish and implement an effective key control policy to provide legitimate access to locked areas in school buildings by authorized personnel and to establish "key" procedures for issuing and returning keys.

1. Key control shall be the responsibility of the Superintendent of Schools/designee and the Director of Buildings and Grounds.
2. Upon resignation, termination, transfer or summer break, employees shall turn in all keys to their administrators who shall return them to the Director of Buildings and Grounds. In the event of a lost, stolen or non-returned key due to resignation, termination, transfer or summer break, it will be necessary to change the core to provide security of the premises. The responsible party to whom the key has been issued will be assessed a \$25 minimum core change fee, up to a maximum of \$100 payable to the Westerly Public Schools.
3. Key and lock records shall be safeguarded at all times and secured when not in authorized use.
4. Grand master keys will be issued only to authorized individuals upon the approval of the Superintendent of Schools/designee and Director of Buildings and Grounds.
5. Personal property is specifically exempt from the provisions of this policy and is the sole responsibility of the individual employee. However, no personal lock may be used within school buildings.
6. Keys issued in accordance with this policy shall not be duplicated by the holder. Such action may be grounds for disciplinary action.
7. Keys issued in accordance with this policy shall not be loaned by the holder. Such action may be grounds for disciplinary action.
8. Key transfers will require both an issue and return transaction notation in the Key/Lock Record.

Adopted: August 12, 2009