

Buildings and Grounds Security

Buildings and Grounds of the Wallingford Public Schools constitute one of the greatest investments in the Town of Wallingford. It is deemed in the best interest of the Board of Education to protect this investment adequately and effectively. The Board requires and encourages close cooperation with the local police, fire department, insurance company inspectors and the State of Connecticut inspection representatives.

Security protection devices and equipment designed to be used as safeguards against illegal entry and vandalism shall be installed as required. Security guards or police personnel may be utilized in situations when deemed necessary by the administration.

Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the police department and to the office of the superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery. Written reports will be prepared in triplicate on mimeographed form entitled "Report of Burglary or Damage to School." These forms are to be distributed by the business office. The original should be sent to the superintendent, the duplicate copy of the report goes to the buildings and grounds department, and the triplicate is retained for the school files.

Keys

All keys used in a school shall be the responsibility of the respective principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping. Duplicate keys are obtained only through the school principal.

Keys shall be used only by authorized employees and shall never be loaned to pupils.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

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