

**Town of Wascott
Douglas County, Wisconsin
Resolution 2009-08**

Approve Building Security Policy

WHEREAS, as the governing body of the Town of Wascott, the town board is responsible for setting management policies, and for setting guidelines that govern the practices and procedures that town officials and employees follow; and

WHEREAS, the Public Works Committee has reviewed the proposed building security policy and recommends adoption.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of Wascott hereby adopts the building security policy attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that any policies or practices in effect prior to the date of adoption of this resolution and in conflict herewith are declared void.

BE IT FURTHER RESOLVED that any provision in these policies determined to be inconsistent with law shall be without effect, but the remaining provisions of these policies shall continue in effect.

Adopted this 2nd day of June, 2009.

Town board:

Janice Newsome, Town Chairperson

Bob Beglinger, Town Supervisor

Doug Bush, Town Supervisor

Attest: _____
Jeannette Atkinson, Town Clerk

Vote required: majority vote.

Fiscal note: Not applicable.

Article II. BUILDING SECURITY

Sec. 40-21. Policy.

The town board recognizes the need to balance the accessibility and use of facilities with the need to provide security for persons and property and to guard against theft. Facility access shall be arranged for any person scheduling the use of a town facility during hours when the building is normally locked. Reasonable access will be provided for preparation, set-up and other such activities.

Sec. 40-22. Key access to town facilities.

(a) The town board shall have charge of key access for all town facilities and shall determine specific persons permitted to have ongoing key access.

(b) A sign-out key may be loaned to a public user when it is not practicable for a town official to be present to unlock and lock facilities.

(c) A town board supervisor or the town clerk may issue a loaner key to a public user to permit access for a scheduled event, subject to rules fixed by the town board. A log shall be maintained for all loaner keys issued. A sign-out key shall normally be returned within 24 hours of each specific event.

Sec. 40-23. Use of locks and keys.

(a) All locks and keys are the sole property of the Town of Wascott. The town supervisor in charge of public works is responsible for the issuance of keys, maintenance of keys and locks, and inventory of keys.

(b) All keys are assigned to individuals. Keys will be issued to town officials and other authorized persons based on their need for access. The town reserves the right to change locks and keys.

(c) All town facilities will be locked, except when town officials or other authorized persons are moving in and out of the facility.

(d) No one may place a lock on a town facility, interior or exterior, or transfer their keys to another person without the permission of the town supervisor in charge of public works.

(e) All keys must be surrendered upon request of a town official, or upon termination of services with the town.

(f) Lost keys must be reported to a town official within 24 hours of loss and to the town chairperson.

Sec. 40-24. Penalties for violations of this article.

(a) *Prohibited acts.* The following acts are in violation of this article.

1. Failure to return keys upon request or upon termination of services with the town.
2. Loaning keys without authorization.
3. Duplication of keys.
4. Altering of keys, locks, or mechanisms.
5. Propping of doors or tampering with building access to prevent locking or interfere with security.
6. Admitting unauthorized persons into a town facility.
7. Attempts to gain access resulting in damage to the key mechanism or town property.

(b) *Penalties.* Any person violating this policy may be subject to any of the following:

1. An employee shall be subject to discipline.
2. Future key access may be denied.
3. A citation may be issued and all costs associated with re-keying of the spaces

accessible by the key may be assessed to the person violating this policy.

4. The person may be prosecuted for theft of town property.