Charlestown Police Department

CITY OF CHARLESTOWN
703 Main Street, Charlestown, Indiana 47111 (812) 256-6345

TO: All Police Officers DATE: 11-16-2022

SUBJECT: Greater Clark County School Master Keys

GENERAL ORDER- 22.1116-A

I. Purpose: The purpose of this policy is to issue and administer the use of a Grand Master key for the Greater Clark County School (hereafter GCCS) system buildings/properties for officers to fulfill their duties for routine dispatched calls and critical incident scenarios.

II. Policy: It shall be the policy of the Charlestown Police Department to issue one GCCS Grand Master key to all full time officers and any other support personnel at the discretion of the office of the Chief or their designee.

III. Procedure:

1. The Department shall procure one GCCS Grand Master key from GCCS administration for each officer/personnel to be issued one.
    a. Each key shall be marked in a way to identify the specific issued key in a numbered format.
    b. Each key shall be issued to individual officers/personnel and the key ID number and officer/personnel number shall be recorded and maintained in a record kept with the office of the Chief or their designee.
    c. Each key shall be considered a piece of standard inventory equipment that shall be presented at the request of the office of the Chief or their designee.
2. Each officer/personnel will be responsible for the proper storage, care, and use of the GCCS Grand Master key while employed by the Department.
    a. Upon termination/resignation/retirement from the Department, the officer/personnel shall return/surrender their GCCS Grand Master key to the office of the Chief or their designee.
    b. An officer that loses the key, fails to provide the key at the request of the office of the Chief or their designee, or fails to return/surrender the key upon termination/resignation/retirement from the Department will be responsible for the monetary penalty of $1,000.00 to be paid to the Charlestown Police Department.

Authority:
Chief Timothy Wolff