

# ***KINGMAN COUNTY SHERIFF'S OFFICE***

POLICY AND PROCEDURE MANUAL

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## **SECTION 32.0 SCHOOL DISTRICT EQUIPMENT AND INFORMATION**

### **PURPOSE**

This directive provides guidelines for all Kingman County Sheriff's Office personnel who are issued equipment and information about schools within the county.

- A. Keys, entry codes or FOB; FOB is an electronic version of a door key.
- B. Building information; diagrams or physical layout of building and building security information.
- C. Cameras and security systems access.

### **POLICY**

It is the policy of the Kingman County Sheriff's Office to use and keep safe any equipment and any information that has been provided to the Sheriff's Office or Sheriff's Employees by the school districts. The Kingman County Sheriff's Office is entrusted sensitive information of the school districts within the county. The purpose of this cooperation is to insure best policies and response for the safety of students, faculty, and visitors of the school districts should an emergency happen. This exchange of information and equipment is for fast and safe response in the event of an emergency and shall be used only for the purpose it was intended. This policy shall cover the first responders and the 911/Communication center of the Sheriff's Office. All information and equipment provided or issued by a school district will be confidential and only used in the following events:

- To respond to emergencies where persons may be in harm's way or threatened.
- To provide information to personnel responding to an emergency.
- For authorized training.
- Patrolling outside areas secured by electronic operated gate.
- Or as authorized by school officials on a case-by-case basis.

FOB's, also known as electronic keys. The Sheriff will issue FOB's provided by the districts. Personnel issued a FOB is responsible for the safe keeping and use of that FOB. Each FOB will be registered to specific personnel. The school district or Sheriff may request to inspect each FOB or request the return of the FOB's at any time. Lost or damaged FOB's will be reported to the Sheriff promptly. The Sheriff will report the lost or damaged FOB to the school district.

Diagrams, policies, and information about the schools or building will not be public and not shared outside of the department except other emergency response agencies as needed.

Security cameras and access by internet. Internet access to the school district security camera shall only be accessed by personnel when authorized by the Sheriff or a commanding law enforcement officer responding to an emergency. All personnel logging on shall report logging on to the Sheriff or commanding law enforcement officer in charge. Note: The more persons who log on will slow down the system. Information about the log on shall never be given out to any person outside of this department.

Information exchanged is NOT OPEN TO THE PUBLIC: K.S.A. 45-221 (12). Records concerning emergency or security information or procedures.