SECTION 807.05

Key and Lock Security

The Director of Plant Operations shall have the sole responsibility for issuing keys and maintaining the associated records in accordance with the policies set forth below.

1. **Request Procedure.**

Regular employees whose position or responsibilities make it necessary to have keys to their work areas should discuss this matter with their immediate supervisor. The supervisor satisfied that the request is bona fide, should complete a key request form identifying the employee, building and rooms to be accessed. This form should be forwarded to the Department of Plant Operations.

2. **Issuing Keys.**

If the departmental request for keys seems reasonable, issuance will be authorized. It should be understood that employees are required to sign for keys issued to them and will be held responsible for their loss.

3. **Lost Keys.**

Lost keys should be reported immediately to the Director of Plant Operations and the Director of the University Police. This will alert security and if it is determined that a new combination is needed, locks can be changed immediately.

Charges for lost keys are as follow:

Grand Master = $1,000.00

Building Master = $500.00

Sub-Master = $250.00

Regular

4. Returning Keys

The immediate supervisor, dean or department head is charged with the responsibility of collecting those keys issued to employees who are departing. Such keys may be retained by the supervisor for subsequent issue to replacement personnel; but all such transfers should be reported to the Director of Plant Operations so the records may be so adjusted. Terminating employees who fail to return their keys must clear this matter with the Office of Finance and Administration before the final pay check is authorized. Failure to return keys or other university items may result in a police report being filed and/or information sent to collection agency.