

Procedure Number: OPS-012
Procedure: Key Deposit or Return
Revised: 8/18/14
References: [BOR 205.2](#)
Approved By: Chief Marty Ludemann, Director for Office of Public Safety

DEFINITION:

The objective of this policy is to assure the integrity of the University master key system and allows appropriate access and security of all University Facilities.

1. **Great Grand Master Key** - A high security key that will access several buildings. Issuance of these keys is limited to Public Safety Officers, Locksmith, and Facilities Services maintenance crews. Keys are maintained and controlled as part of master key rings. Strict security is maintained and keys are not to be removed from the University.
2. **Grand Master Key** - A high security key that will access multiple doors and departments within a single building. Issuance of these keys is limited to Custodial Staff, and Contractors doing business with the University. Contractors are required to sign keys out on a daily basis only.
3. **Master Key** - A key that will usually access the entire area controlled by a given department within the University. Issuance of these keys is controlled by the department chair or director. Issuance should be limited to those individuals having a valid need for such a broad access.
4. **Change Key** - A key that will usually access only a single room or office. In some cases several rooms within one department may be keyed alike. Issuance of these keys is controlled by the department chair or director. Issuance should be limited to those faculty, staff, and students who have a valid need or assignment of space within a given building.

PROCEDURE:

Keys are issued upon receipt of a completed Key Authorization Card. Personnel that can authorized keys to be checked out are assigned by the department Director or Chair. Every department must update the key authorization list yearly. The name and signature of all authorized department personnel names and signatures for every department issuing keys must be kept in an updated file at the Office of Public Safety.

The Office of Public Safety will issue the appropriate key to the individual named on the Key Authorization Card. Only one key can be issued for each card. The person issued the key must provide an ID and keys will not be issued to someone other than the individual who is named on the card. A refundable deposit and non-refundable materials fee will be collected at that time. A record of the deposit will be maintained and the deposit will be retained in a special key deposit account.

Departments that wish to charge deposits to their account must provide a billing code and an attached authorization from the department chair or director to the Office of Public Safety. Students may not charge keys

to a department. All keys must be returned to The Office of Public Safety by the person assigned to the key to insure the full deposit is returned.

A non-refundable \$5.00 material fee will be collected for each key issued.

A refundable deposit for issued keys will be collected as follows:

- Change Key \$13.00 per key
- Master Key \$50.00 per key

Issuance of any keys above the master key level will require the [written] approval of the appropriate Vice President and the Public Safety Director. These keys carry deposit requirement of \$100.00.

All lost or stolen keys must be reported immediately to the Office of Public Safety. A risk assessment identifying potential compromises in the master key system and possible correction strategies will be provided to the appropriate department chair or director, the Vice President of Administration and Finance and the Office of Public Safety Director for review. The departments of Risk Management and Internal Audit will be copied as well.

AUTHORITY

Montana University System Policy, Governance and Organization (dated 06/30/2012). – updated 8/18/14.