



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-DPS-2 Major Revision1 Minor Revision1

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**Title:** Keys

**Description:** Approval of, issuance of, collection of keys to buildings on campus.

**Category:** Department of Public Safety

**Applies to:** staff,faculty,student,department

**Contact:** [Public Safety](#)

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**Purpose:** Information on keys for buildings on campus.

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**Policy Statement:** All requests for keys must be requested through the appropriate building captain and submitted via the Physical Plant work order system. University keys are issued from the Department of Public Safety. Individuals issued keys are limited to those persons classified as employees of UCO to include faculty, staff, contract personnel and graduate assistants.

Employees entrusted with keys are responsible for reporting any lost or stolen keys within 24 hours. **When a key is lost or stolen, the employee must pay a fee of \$25 per key. In the event that the building is re-keyed, the employee must pay the re-keying fee also. If the key is found after the fee has been paid, the money will be refunded if the building has not yet been re-keyed.**

All keys must be returned to the Department of Public Safety during the termination clearance process or at the time of job change, office relocation, or lock change.

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## Glossary of Terms:

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**Legal**

**Citation:**

**Campus**

**Links:**

**FAQs:**

**Formerly  
known as:**

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**Approved on:** 12/01/2005

**Effective  
date:** 12/01/2005

**Keyword(s):** keys, clearance, process

**Last review  
date:** 06/09/2011

**Date posted:** 03/09/2011

**Modified By:**

**Date** 06/09/2011

**Modified:**