

Key Policy and Lost Key Procedure

University keys are a great responsibility for security and safety of all of Campus and of great cost to the Department responsible for them if lost. We must take this responsibility very seriously!

Key box codes are for Managers and Operations Coordinator only. Do not share your code as you will be held responsible for any keys pulled under your code.

No one may order keys from Access Control except for the Operations Coordinator for key rings.

All employees will be assigned keys and be programmed in the key system by Tammy Wolfe and will have a swipe card to get their assigned keys.

Key swipe cards will be created by Tammy Wolfe. This will help insure who is responsible for the assigned key set.

Key swipe cards are a part of your uniform and it is expected that you have them with you for your shift.

All staff will receive a key caddy and will be expected to utilize them during your shift. These will be considered part of your uniform and counseling and disciplinary action may occur for being out of uniform. This will help lessen the occurrence of keys being left somewhere or falling off.

It is your responsibility to notify a Supervisor of Sr. ESA if your key caddy is lost or broken so that one can be given to you before leaving DFM with your keys.

If Supervisors or Sr. ESAs are having to pull keys for you repeatedly due to you not having your swipe card you will be counseled and disciplinary action may occur.

If a key ring is being pulled for you, you must sign them out and back in at the end of shift. You are responsible to find someone to put these keys back in the box for you.

Supervisors and SR. ESAs are responsible to insure these keys are signed back in and placed in the key box.

Employees are only authorized to have key during their approved shift or event shift.

Keys are to be returned to the box at the end of each shift. If keys are out with the employee after the approved shift the employee will be counseled and could receive disciplinary action.

Daily reports will be run to insure keys are turned back in as expected.

Disciplinary action will occur for anyone keeping keys beyond the approved shift.

If you accidentally take keys home, you must notify a supervisor immediately and return the keys to campus and to the key box. Failure to return keys will result in disciplinary action.

Lost Key Procedure

- Call your/a supervisor immediately upon notice that your keys are missing.
- Supervisor will notify manager/operations coord. Immediately.
- Begin searching for them and the supervisor will join in the search.
- If the keys cannot be located, report to Access Control within one hour of noticing them missing and follow all instructions.
- A police report will need to be filed at WKU PD.
- No one may clock out or go home before this procedure is followed through to the end.

Please be advised that failure to report as per described above or lost keys will result in disciplinary action and possible automatic termination.