



Procedure Number: **OPS - 012**
Procedure: **Key Deposit or Return**
References: [BOR 205.2](#)
Approved by: Jim Lemcke, Director, 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

Upon presentation of an approved key issue card, the Office of Public Safety will issue the appropriate key to the individual authorized on the card. 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 send written approval, signed by the chair or director to the Office of Public Safety. Students may not charge keys to a department.

The deposit amount for issued keys will be as follows:

| | |
|------------|-----------------|
| Change Key | \$ 5.00 per key |
| Master Key | \$20.00 per key |

Issuance of any keys above the master key level will require the approval of the appropriate Vice President and the Public Safety Director. These keys also carry the \$20.00 deposit requirement.

Upon return of issued keys, the Office of Public Safety will return the deposit. Any lost or stolen key will require a new key card and deposit.

All lost or stolen keys must be reported immediately to the Office of Public Safety. In addition, the appropriate chair or director shall be notified and evaluate the risk, considering a need to re-key.

Students who leave the university and fail to return departmental master keys maybe cited with theft of University of Montana property. Procedure for faculty and staff to return all issued keys are part of the Separation Check-out List, to be completed before a final paycheck is issued.

AUTHORITY

Montana University System Policy, Governance and Organization (dated 11/03/86).