



Tulsa Police Department

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Policy # 206

Effective Date 08/15/2003

Policy Name Key Control

Approved Date 08/15/2003

Approved by Wendell Franklin, Chief of Police

Previous Date 03/14/1997

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Department will maintain strict control and accountability of all issued keys. Only keys produced and issued by the Facilities Maintenance Key Shop may be used to gain access to a city owned office or building.

SUMMARY: Procedure for issuing keys or for key replacement

APPLIES TO: All police personnel

DEFINITIONS:

KEY ISSUANCE REPORT – a list of employees who have been issued departmental keys. The list includes the employee's name, current assignment, issued key number, key access location, key type, and date that the key was issued/returned.

PROCEDURES:

1. To obtain a new or replacement key or key card, submit a completed *Key Request/Replacement Form* to the division commander through the chain of command.
2. If a key is broken or worn out, submit the key with the request form.
3. If an issued key is lost or stolen the employee will complete an *Incident Report* listing the City of Tulsa as the victim and the employee as the Person Reporting. Submit a copy of the report with the request form.
 - a. If the key is lost, include a five-dollar (\$5.00) replacement fee.
 - b. If approved, sign and forward the request to the division administrative lieutenant.
 - c. Forward the request form along with the broken key or worn out key, *Incident Report*, and/or replacement fee (if required) to the SDS division. Maintain a copy of the request form in a secure file.
 - d. Forward the original copy of the request form along with the key, *Incident Report*, and/or fee to the Key Shop in the Facilities Maintenance Department.
4. Upon transfer or termination of employment:
 - a. Return the issued key to the division administrative lieutenant.
 - b. The division administrative lieutenant will document that the key was returned on the pink copy of the request form to the SDS division.
 - c. The division administrative lieutenant will maintain the key in a secured area until the key is reassigned.

5. The division administrative lieutenant will:

- a. Maintain a current division *Key Issuance Report*.
- b. Maintain a current departmental *Key Issuance Report*.

REGULATIONS:

1. The employee shall be held accountable for each key that the employee has been issued.
2. Employees who duplicate a key or have a duplicate key in their possession that has not been authorized shall be subject to disciplinary action.
3. Employees who leave employment with the Tulsa Police Department or who transfer to another division shall turn in their issued keys in to the division administrative lieutenant prior to the employee's departure.

REFERENCES: None