



CSU Bakersfield

Business and Administrative Services

University Police Department

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To: University Police

From: Chief Marty Williamson

By: Lt. Kenny Williams

Date: October 19, 2016

Subj: Key check out procedures

Directive: 16-11

The Key box in dispatch is currently accessed without a process to accurately track who and when a key is removed. Many of these keys access important areas of the campus and require an extra level of safeguards. To assure we maintain a secure trackable system, effective immediately any keys removed from the key box will be logged and tracked as indicated below.

There is currently a key check out log in dispatch we use to check out master keys to custodial services and CSO's. This log will be used to check out all keys from the key box.

EFFECTIVE IMMEDIATELY ALL KEYS REMOVED FROM THE KEY BOX WILL BE LOGGED IN THE KEY CHECK OUT LOG.

All dispatchers will be responsible for performing a quick inventory at the beginning of their shift to ensure all of the keys are accounted for.

Once the key log page has been completely filled with entries the page will be placed into the "To be scanned box" in the squad room.

The key log page will be scanned into the UPD U-drive under scanned key logs. The original key log will be shredded.

Any indication of a lost or missing key will immediately be reported to the on duty supervisor and in their absence to the on duty Lieutenant. The Chief of police will be advised of any missing keys.