WMU DPS Master Key Issuance Procedure

This procedure applies to the issuance of all submaster, master and grandmaster keys, as well any special security keys (e.g., SPL, VIP, etc).

This procedure will allow for the issuance of master keys under the following conditions:

1) Keys are assigned to a specified individual or secured in an electronic keybox, with approval of:
    a. The Security Systems Administrator or Chief of Police; and,
    b. The building coordinator or person designated to oversee the specified area; and,
    c. The payment authorizer with Fund and Cost Center authority.
[Note: approval can be revoked at any time by any of the above individuals]

2) These keys will be audited on a regular basis. Upon request of a WMU locksmith or the Security Systems Administrator, the issued keys must be:
    a. Presented by the assigned individual.
    b. Returned to the assigned electronic keybox.
    c. Returned to the key shop.

3) If not returned or presented upon request, the department granting approval for issuance shall be responsible for the cost to replace all keys and cores for all areas accessible with the issued key.

4) Signatures are required by the payment authorizer and, if specifically assigned, the person assigned the key.

5) If approval/authority to possess these keys is revoked (or separation from the university occurs), assigned keys shall be promptly and directly returned to the WMU Key Shop or a WMU Police Officer.