

Procedure to Retrieve Keys for Multiple Key Holders

This procedure is provided as a tool for multiple key holders to use to show effort in key retrieval and possibly prevent having to pay for unaccountable keys.

1. Contact the recipient by phone at his/her home requesting return of the keys. If contact is made, a deadline for return of the keys is essential. If contact is not made the first time it should be documented with date and time of call. Log all phone calls (minimum of 3 attempts) indicating date, time and comments (if contact is made) and maintain on file.

Date: _____ Time: _____ Comments: _____

Date: _____ Time: _____ Comments: _____

Date: _____ Time: _____ Comments: _____

2. After phone calls to the recipient's residence have failed, contact the recipient at new place of employment, if known. If contact is made, a return deadline for the key(s) is essential. Log all phone calls with date, time and comments (if contact is made).

Date: _____ Time: _____ Return Deadline: _____

_____ Information on employment not available

3. Send a certified letter to recipient's residence indicating a deadline for return of key(s).

Date & time letter was sent: _____

Deadline given: _____

4. Contact UND Police Chief (via letter) and request a police officer be assigned to retrieve keys from individual. This should only be done after efforts # 1 through #3 above have been completed with no results. The multiple key holder must provide a copy of this form as documentation and include the certified letter receipt to UND Police when requesting key retrieval.

Date letter was sent to UND Police: _____

5. If UND Police are unable to obtain the key(s), then the matter would be brought to the Building/Facility Access Administration Committee by UND Police Chief.

6. If all of the above steps outlined by the Building/Facility Access Administration Committee are followed and documented properly, the multiple key holder will not be responsible for the cost of the unaccountable keys.

2-24-00

Revised 4-9-09

Send form to Stop 9032, Attn: Building/Facility Access Committee