



Personal Issued Key Request Form

Personal issued key/key set request for the purpose of: _____

I understand the following: The below key(s) are the property of the Oregon Department of Corrections (DOC). I will surrender these keys when there is no longer a legitimate reason for keeping the keys, upon my transfer to another facility, at the request of my supervisor, or upon termination of employment with DOC. I will not attempt to have these keys duplicated. If misplaced or lost, I will immediately notify the facility on duty supervisor, and also provide written notification to my supervisor and the functional unit manager.

Employee

Signature

Date

FUM or designee

Signature

Date

APPROVED / DENIED (circle one)

The signatures below indicate the key/key set was issued and the signer has read the Keys and Locks Policy 40.1.2 and respective functional unit's procedures.

Employee

Signature

Date

Receiving Key Control Personnel

Signature

Date

Issuing Functional Unit: _____

Key Numbers/Set Assigned: _____

Issue Date: _____

Return Date: _____

cc: Personnel Working File
Key Control Personnel