

## Personal Issued Key Request Form

Personal issued key or key set request for t	he purpose of:	
I understand the following: The below key( (DOC). I will surrender these keys when:	s) are the property of the Oregon	Department of Corrections
<ol> <li>There is no longer a legitimate reason</li> <li>Upon my transfer to another facility;</li> <li>At the request of my supervisor; or</li> <li>Upon termination of employment wire</li> </ol>		
I will not attempt to have these keys duplic on-duty supervisor and provide written no (FUM).		
Employee	Signature	Date
FUM or designee		 Date
APPROVED / DENIED (circle one) The signatures below indicate the key or k policy on Keys and Locks (DOC policy 40.1.2		-
Employee	Signature	Date
Receiving Key Control Personnel	Signature	 Date
Issuing Functional Unit:	Key Numbers/Set Ass	signed:
Issue Date:	Return Date:	
cc: Personnel Working File Key Control Personnel		