



Bentley University Police Department  
781-891-2201  
Employee Key Request Form

Director of Public Safety and Chief of Police, Ernest H. Leffler

Exec Director of Facilities and Grounds, Thomas Kane

**Employee Name: (please Print)**

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**Work Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Request for Area /Office(s) \_\_\_\_\_

**Key Requested :**

Key # \_\_\_\_\_ Issued # \_\_\_\_\_      Key # \_\_\_\_\_ Issued # \_\_\_\_\_

Key # \_\_\_\_\_ Issued # \_\_\_\_\_      Key # \_\_\_\_\_ Issued # \_\_\_\_\_

**Statement of Intent**

Access control devices for Bentley University are controlled by mechanical and electronic locking systems designed at considerable costs to the facility. All combinations for these systems are controlled by the Chief of the University Police Department and Exec. Director of Facilities and Grounds, and are structured for the convenience of employees and departments and for the purpose of maintaining departmental physical security.

**Policy**

Unauthorized duplication or distribution of a key or access code is strictly prohibited by the Bentley University Police Department. Any employee, who duplicates, alters or divulges any key or access code to another person or organization without first receiving the necessary authorization from the Bentley University Police Department may be held financially responsible for any expenses incurred by Bentley University as a result of such disclosure or duplication. In addition, the employee may be subject to discipline up to and including termination for such actions.

**Financial Responsibility**

The cost of re-keying or combination changes due to a loss or unauthorized distribution of combinations shall be borne by the department authorizing the issuance of said key(s) or access codes. Bentley University Police Department and the Bentley Facilities Department will determine whether and under what circumstances all or part of these costs will be passed to an individual department member who has lost or made unauthorized distribution of key(s) or access codes. Determination of the requirement to re-key or change keys or accesses codes shall be made by the Chief of Police and Director of Facilities and Grounds or his designee.

I hereby declare that I need the access requested to assist me in the performance of my assigned job duties. I affirm that I will not attempt to have, or allow any keys or access codes issued to me to be duplicated, altered or distributed to others. If I am transferred or leave employment of Bentley University, I will return the key(s) or access codes issued to me to the University Police Department or his designee. Further, should I lose a key(s) or access code, issued to me I will report the loss immediately to the University Police Department at phone number. 781-891-2201

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your Name**

Department Approval: I have received this request and approve the issuance of the key(s), or access code requested.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_