To: University Police

From: Chief Marty Williamson

Date: December 14, 2011

Subj: Clarification of Section 3, paragraph f, of the Key Policy
Lost or Stolen Keys or Proxy Cards

Directives 11-11
Clarification of Section 3, paragraph f of Campus Key Policy

It appears there is some confusion of the above listed section on “reporting” lost or stolen keys or proxy cards. To clear up any confusion and to be consistent, the following policy is effective immediately in support of the Campus Key Policy:

In Section 3, paragraph f of the existing key policy, “reporting” lost or stolen keys or proxy cards means that a police report will be generated. An email or phone call may initiate the report, however, an email or phone call is not acceptable to meet the need for “reporting”.

In addition, please forward a copy of the report for any lost or stolen keys or proxy cards to me.

If you have any questions, please contact a Supervisor, the Lieutenant or myself.

Thanks