**Standard Operating Procedure**

Specific control procedures will be implemented for the electrical Kirk by-pass keys.

**Purpose**

To provide guidelines for the controlling and issuing procedures for the routine or emergency use of the Kirk keys for electrical by-pass operations.

**Procedure**

1. All Kirk keys will be maintained in a locked cabinet in the UT Police office. These keys will be tagged and numbered to ensure proper identification.

2. A dated list of qualified users of the keys will be maintained in the cabinet with the keys. A log will be maintained to monitor usage of the keys. The qualified user list will be updated annually or with employee change.

3. These keys will be available on a 24 hour/365 days a year basis. The UT Police office will issue the keys to qualified users on a "as needed" basis.

4. For routine operations, the Director of Electrical Systems will contact the UT Police office to arrange for issuance of the required key(s).

5. For emergency operations, a qualified user will contact the UT Police office by any means available and make arrangements to receive the required key(s).

6. The qualified user requesting Kirk key(s) will be required to surrender his driver's license or UT identification to the UT Police office while the user is in possession of the Kirk key(s) unless the scheduled use is of a long duration. The driver's license or UT identification will be returned to the qualified user when the Kirk key(s) are returned to the UT Police office.

7. A full inventory of Kirk keys will be maintained in the Key Control Office.

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**NO KEYS WILL BE ISSUED TO A PERSON THAT IS NOT ON THE QUALIFIED USERS LIST.**