



HIGH SECURITY LOCKS

Clarification of Policy on the Duplication of Factory Restricted Products dated September 7, 2001

This memorandum supplements and clarifies the September 6, 2000 memorandum titled "60 Series Factory Restricted (F-6 and R-7) Key Codes Usage Policy."

It has come to our attention that there has been some question regarding the processing of orders for the assembly of locks pinned to a factory restricted key with a key code that has been assigned to an original equipment manufacturer ("OEM"). Specifically, the issue has arisen where the end user who possesses a factory restricted key (such as a town official who possesses a key that can open emergency access devices in the town) requests that additional Medeco locks be assembled to work with the key (even if the OEM, not the town official, is the registrant of the key code assigned to the key).

Additional locks pinned to such a key can be obtained from Medeco service centers if the end user (i.e. the town official) is authorized by the jurisdiction to possess the key and is authorized to request the assembly of additional locks. The following procedures shall apply to such orders:

- (1) Written authorization (a Letter of Authorization or "LOA") must be received from the town official (on letterhead) verifying that he or she is the official authorized to possess the key and is authorized to request that additional locks be assembled. Such officials should usually be of the administrative rank of Fire Chief, Police Chief, Fire Marshal, Inspector, Mayor or equivalent.
- (2) An LOA for an initial order shall be accompanied by a current system key from the jurisdiction. The key will provide the sole basis on which new locks will be pinned.
- (3) Any subsequent orders do not require that the service center obtain the key. If authorized by the town official, service centers may keep key cutting records that can be used for subsequent orders. Subsequent orders require a new LOA unless the town official has provided blanket authorization.
- (4) All LOAs must specify the official registration name of the jurisdiction (i.e. the Memphis Fire Department) and the OEM who originated the system.
- (5) All LOAs must specify where the locks are to be shipped after pinning and assembly.
- (6) The service centers must return the original key to the end user unless, in the LOA, the town official specifically requests that the service center retain the key or authorizes that the key be returned to a person specifically designated by the town official in the LOA.

Thank you for your cooperation in maintaining the high level of security afforded by Medeco's Factory Restricted key control programs and assisting in the best possible protection for our customers. Please contact me at 1-540-380-5000 if you have any questions.

Clyde T. Roberson, AHC, CMI, CPP
Director of Technical Services