



21.99.99.D0.02 Building Access and Key Control

Approved January 2, 2017
Revised
Next Scheduled Review: January 2, 2020

Procedure Statement

Establish a secure campus environment and ensure accountability for access to any building, room, or facility.

Reason for Procedure

All keys issued are to be considered as any other state property and should be protected with the same considerations. The Texas A&M University-Central Texas (A&M-Central Texas) key system must be protected as any other expensive state property. Stringent key control accomplishes this. Careful consideration should be given to every key requested.

Procedures and Responsibilities

1. GENERAL

- 1.1 The Department of Public Safety is responsible for managing the university's key and access control system.
- 1.2 University keys are A&M-Central Texas property and may be recovered at any time.
- 1.3 The Department of Public Safety is responsible for the fabrication of all keys. University keys will not be duplicated without a written request on file.
- 1.4 Unauthorized fabrication, duplication, possession or use of a key or keys is a violation of this procedure.
- 1.5 The Department of Public Safety will maintain all records of keys to university facilities, including the names of individuals to whom keys are issued, and dates of issue, return, and loss.
- 1.6 Non-employees, contractors, etc. found in possession of unauthorized university keys will have their keys confiscated and the individual(s) will be removed from university property, issued a criminal trespass warning, and criminal charges may be filed.

1.7 Employees found in violation of this procedure may be subject to disciplinary action up to and including termination from employment.

2. FACILITIES MANAGEMENT RESPONSIBILITIES

2.1 Design of the university's keying system is the responsibility of the Facilities Management Department. The design will ensure security while at the same time reasonable convenience to personnel occupying campus facilities.

2.2 Facilities Management will perform all lock changes for university facilities, except for work performed by on-site contractors under the direction of Facilities Management.

2.3 Contractors and non-university users:

2.3.1 Keys required by contractors or other non-university users to access areas on campus to conduct their work must be authorized by Facilities Management. Keys will be stored by the University Police Department at the Welcome Center in Founders Hall for contractors hired by the University to perform work on campus.

2.3.2 The Facilities Management Department will provide University Police with a list of the names of contractors authorized to receive designated keys. Contractors authorized to receive keys must show photo identification to sign out and return keys to the Welcome Center. Information as to who is issued keys, when they are signed out and returned will be recorded by the Police Communications Officer.

2.3.3 University keys issued to contractors must be returned at the end of each business day to the Welcome Center. At no time will a contractor be allowed to keep a key(s) overnight. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the contractor and/or his or her company to which the keys were issued and final payment for services provided will not be made until all issued keys are returned.

3. KEY HOLDER RESPONSIBILITIES

3.1 Key holders shall not prop or otherwise hold doors or windows open or leave them unlocked during hours when the facility is normally closed. If for some reason a door cannot be locked with an issued key, contact the university police.

3.2 Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the employee to have legitimate need for access to the room or building. Report suspicious persons to University Police immediately.

3.3 University police or communications officers will only grant an individual access to his/her own office. Exceptions may be made based on extenuating circumstances, at the discretion of the President, Vice Presidents, or the University Police Chief, and upon proper identification of the party requesting access and documentation as to the reason why access is needed.

4. KEY REQUESTS

- 4.1 There are several types of keys that can be requested. The type of key authorized is based upon an individual's position and/or responsibilities and need for access to an area or room.
- 4.2 As a general rule, distribution of grand master and building master keys should be highly restricted. Master/Sub-master keys will only be distributed upon the approval of the Dean/Chairperson responsible for that area.
- 4.3 All requests for master or sub-master keys will be reviewed by the University Police Department to insure proper security protocols are followed. At no time will a master or sub-master key be issued whenever the issuance of such a key is determined to compromise the safety and security of the community.
 - 4.3.1 Master Key(s) issuance must be approved by the University President/Vice President of Finance and Administration (Access to all university buildings).
 - 4.3.2 Sub-Master Key(s) issuance must be approved by a Director/Department Dean (Access to a group of locks within building).
- 4.4 An office or individual door key must be approved by the key holders (employees) Department Head/Director.
- 4.5 Warrior Access Card(s)/ID can provide access to buildings and facilities 24/7. A request for off-hours card access or 24 hour access must be authorized by the President, Vice - President of Finance and Administration, or the Department Dean. Under no circumstance will card access be granted whenever that access is determined to compromise the safety and security of the community and/or the university's facilities.
- 4.6 Requesting issuance of an access key card (Warrior Access Card) or physical key for access to a building, room or facility must be in writing.
- 4.7 All key request forms must be filled out completely (typed or printed legibly) and signed by all appropriate individuals. Rubber stamps and pre-signed key request are not acceptable.
- 4.8 It is the responsibility of each department head/director to monitor and control all keys issued.
- 4.9 All completed key requests will be submitted to a Police Communications Officer located at the Welcome Center in Founder Hall, where the request will be processed and the requested keys prepared.
- 4.10 Keys or Warrior access cards requested will be issued within twenty-four (24) hours of the receipt of the request. There is no charge for the first key or Warrior Access Card issued. The Police Communications Officer will verify all sections of the key request form are completed and accurate prior to issuance of any key or Warrior Access Card.

4.11 Keys not picked up within 30 days will be restocked and a new key request must be completed and submitted.

4.12 Key requests or access to an area may not be made for any area, building, or department that is under the supervision of another department head/director.

4.13 All key requests are kept on file in accordance with the university's records management policy.

5. RETURNING A KEY OR WARRIOR ACCESS CARD

5.1 The individual issued the key(s) is responsible for ensuring the key(s) or Warrior Access card is returned upon termination, end of semester, graduation, change of positions, etc. Giving keys to a faculty, staff, department head, secretary, or other person will not clear a key record.

5.2 All key(s) must be returned to the university police department before proper clearance may be granted. The university will use all means available to collect/charge for lost or unreturned key(s).

5.3 If keys are not returned a receipt indicating payment for lost keys must be presented at the time of termination and clearance.

5.4 If the employee is also a student, diplomas, grades and/or transcripts will be held if keys are not returned.

6. REPLACING A LOST KEY OR WARRIOR ACCESS CARD

6.1 Keys are issued to a specific individual and that individual is responsible and personally held accountable for the use/misuse or loss of that key(s).

6.2 All lost keys must be reported within 24 hours to the appropriate authorities and the university police department.

6.3 Information about a stolen or lost key must include:

6.3.1 Where the key was stolen from or lost.

6.3.2 Date when key was stolen or lost.

6.3.3 Key number and room(s) the key opened.

6.4 Payment for the stolen or lost key(s) will be made at the business office located on the first floor of Founders Hall.

6.4.1 The dollar amount for the stolen or lost key replacement varies, depending on the level of the key issued.

6.4.1.1 Master key cost is \$150.00

6.4.1.2 Sub-master key cost is \$100.00

6.4.1.3 Single lock or Building Entrance key cost is \$50.00

6.4.1.4 Warrior Access Card cost is \$20.00

6.4.2 If the lock core must be changed for security reasons, actual cost of re-keying will be determined by the Facilities Management Department and the cost may be charged to the department originally authorizing the keys and/or the individual to whom the keys were issued.

6.4.2.1 A request to have the lock-core changed can be initiated by a Vice President or Department Head/Director after consultation with Facilities Management and the University Police Chief.

6.4.3 Replacement key charges will be refunded if keys are found and returned to the University Police Department within 30 days of loss.

6.5 Prior to issuance of a replacement key a payment receipt for stolen or lost keys; a new key request and a letter approved by the appropriate department head/director should be submitted to the university police department for processing.

Definitions

CAMPUS or UNIVERSITY PROPERTY: The property under the control of the University.

CONTRACTORS or CONTRACT EMPLOYEE: Any person employed by a business, but not affiliated with A&M-Central Texas as faculty, staff or student, which has contracted to operate a business, or service function of the University.

EMPLOYEE: Any person employed by the University regardless of whether the person is employed with or without salary.

FACULTY: Any individual whose contract has been processed through the Office of the Provost and who are assigned a full time faculty position with the University. This shall exclude all individuals employed under graduate study status. Such positions as teaching assistant, graduate assistant, lab instructor, or grader do not qualify for this classification.

STUDENT: Any person who is or has been, within the last six months, registered or enrolled at the University (including special students, part-time students, auditing individuals, teaching assistant students, graders and research assistants).

UPD: University Police Department

VENDOR: An individual or company not affiliated with A&M-Central Texas that provides goods or services to the University.

VISITOR: Any person who is not a faculty, staff or student member, or an Official Visitor of the University.

Warrior Access Card: An employee's identification card that manages access through the authorization and revocation of rights to controlled areas.

Forms

[Key Request Form](#)

Contact Office

Department of Public Safety
(254) 501-5800