



Approved: January 2, 2017

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Procedure Summary

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

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).

DPS: Department of Public Safety.

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 (WAC): An employee's identification card that manages access through the authorization and revocation of rights to controlled areas.

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 shall not be duplicated.
- 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, DEPARTMENT OF PUBLIC SAFETY, AND CONTRACTOR RESPONSIBILITIES

- 2.1 Design of the university's keying system is the responsibility of the Key Contractor (Shlage) and Department of Public Safety. The design will ensure security while at the same time reasonable convenience to personnel occupying campus facilities. All core and bezel changes are the responsibility of Department of Public Safety.
- 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 and Department of Public Safety. Keys will be stored by the University Department of Public Safety 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 Department of Public Safety with a list of the names of contractors authorized to receive designated keys via the Department of Public Safety's email dps@tamuct.edu. 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, the key holder shall contact the university department of public safety.

3.2 Department of Public Safety staff will only grant an individual access to doors and rooms requested and approved by their Dean/Director on the appropriate Key and Warrior Access Card Request form. Exceptions may be made based on extenuating circumstances, at the discretion of the President, Vice Presidents, or the University Police Chief, or Police Supervisor and upon proper identification of the party requesting access and documentation as to the reason why access is needed; the request must be sent via email to the specific Dean/Director and to the Department of Public Safety's email dps@tamuct.edu.

4. KEY/WARRIOR ACCESS CARD (WAC) REQUESTS

4.1 . 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 All requests for master or sub-master keys will be reviewed by the University Department of Public Safety to ensure 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.

4.2.1 Master Key(s) issuance must be approved by the University President/Vice President of Finance and Administration

4.2.2 Sub-Master Key(s) issuance must be approved by a Director/ Dean

4.3 An office or individual door key must be approved by the key holders (employees) Dean/Director.

- 4.4 Warrior Access Card(s) can provide access to buildings and facilities 24/7. 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.
- 4.5 Requesting issuance of a Warrior Access Card or physical key for access to a building, room or facility must be completed on the appropriate Key and Warrior Access Card Request form.
- 4.6 All Key and WAC request forms must be filled out completely typed and signed by Dean/Director. Rubber stamps and pre-signed key requests shall not be allowed.
- 4.7 Any change in an employee's required access will need to submit a new completed Key and Warrior Access Card Request form. All rooms and doors required must be placed on the form. Any doors or rooms not listed will not be accessible to the requestor.
- 4.8 The only acceptable key and Warrior Access Card Request form is located on the TAMUCT DPS site located under the building access tab.
- 4.9 It is the responsibility of each dean /director to monitor and control all keys issued.
- 4.10 All completed key requests will be submitted to Department of Public Safety located at the Welcome Center in Founder Hall, where the request will be processed.
- 4.11 Keys or Warrior access cards requested will generally be issued within twenty-four (24) hours of the receipt of the request. The Department of Public Safety will verify all sections of the key and WAC request forms are completed and accurate prior to issuance of any key or Warrior Access Card.
- 4.12 Keys and WAC not picked up within 30 days will be restocked and a new key request must be completed and submitted.
- 4.13 Key requests or access to an area may not be made for any area, building, or department that is under the supervision of another dean/director.
- 4.14 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. All departments are responsible for verifying employee's/student workers, etc. complete the exiting employees check list and verify all keys and WAC's are returned to the Department of Public Safety.
- 5.2 All key(s) must be returned to the university department of public safety 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 to the Department of Public Safety 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 or stolen keys and WAC's must be reported within 24 hours to the appropriate dean/director, and the university department of public safety.

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 There is no charge for the first key or Warrior Access Card issued

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

6.4.3.1 A request to have the lock-core changed can be initiated by a Vice President or Dean/Director after consultation with The Department of Public Safety.

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

Forms

[Key Request Form](#)

Contact Office

Department of Public Safety
(254) 501-5800