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## KEYS/ACCESS CONTROL

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### A. Purpose

The purpose of this policy is ensure the safety of facilities owned or leased by The University of Texas Rio Grande Valley (UTRGV) by regulating the issuance and use of keys, and communicating applicable responsibilities and procedures.

### B. Persons Affected

This policy applies to all UTRGV employees, students, and contractors who do business with the University.

### C. Policy

1. Routine access to UTRGV facilities or areas within the facilities that is required for the performance of assigned duties will be provided through the issuance of an appropriate key to allow entry. Key access to UTRGV facilities is controlled by Facilities Planning and Operations – Locksmiths (UTRGV Locksmiths) to ensure only authorized individuals are issued keys that allow access to UTRGV facilities. Key access will be granted to an individual only upon authorization of the appropriate administrative official(s). Key access to residential rooms or facilities are issued to students by Department of Housing and Residence Life (Residence Life) staff.
2. Keys are considered UTRGV property. Each individual issued a key is responsible for using reasonable care in securing and safeguarding the key at all times, and will not permit the key to be duplicated by any person or entity other than the UTRGV Locksmiths. Issued keys are not to be loaned to, exchanged with, or otherwise provided to any individual not authorized to possess or use the key. Lost or stolen keys must be immediately reported to the administrative official(s) who approved issuance of the key, the UTRGV Police Department, and Facilities Planning and Operations. Keys must be returned in person by either the individual, their supervisor, or department/college administrative staff to UTRGV Locksmiths when no longer needed due to relocation, reassignment, retirement, or separation of employment within five (5) business days of such relocation, reassignment, retirement, or separation of employment.
3. Each individual issued a key is responsible for using the issued key to gain access only to authorized area(s) to conduct UTRGV business, and for ensuring the door(s) to the area(s) are properly locked or otherwise secured at the conclusion of business or work. The Director for Residence Life manages the storage and issuance of suite and room keys to UTRGV students, faculty, staff, and unaffiliated guests assigned living spaces in on-campus housing properties, unless otherwise noted in this policy. The Director coordinates building card and gate card access and activation for on-campus housing facilities.

### D. Procedures

1. All key requests, with the exception noted in D.1.a. and D.1.e., must be submitted via iShop using the Work Order Request form found under 'Other Forms Showcased Services.' Requests for keys require approval from the employee's immediate supervisor, prior to issuance.
  - a. *New Incoming Faculty* – The appropriate dean's office has the authority to make a key request directly through Facilities Planning and Operations/Central Scheduling via email.
  - b. *Sub-Master or Master Key Requests* – These requests require the appropriate executive-level approval in addition to the approval of the immediate supervisor or Dean prior to issuance.
  - c. *Students/Teaching Assistants (TAs)/Graduate Assistants (GAs) and Part-Time/Temporary Faculty or Staff* - Keys will not be issued to persons in these positions. Instead, faculty or staff, with the approval of the appropriate department chair, dean, or department head, may request a key for their TA, GA, or PT/temporary faculty, staff, or student, and will be responsible for those keys. Upon the separation of these faculty/staff, or students, the department head or dean is responsible for returning the key(s) if it is no longer needed. For areas managed by means of key card systems, if the nature of a position requires access to a keyed area, a key (card) will be issued to the department chair, dean, or department head, who will be responsible for the key (card) and for ensuring that access is only granted to needed facilities and/or areas.
  - d. *Contractors (Construction, food services, and campus stores)* - Use of keys will be allowed for the physical areas that contractors are authorized to use in the execution of their contracted services. Required keys will be issued by UTRGV Locksmiths to the contractor in charge of construction if needed, or the contract administrator for each service. For Food Service and Bookstore areas, the contract administrator will maintain records of keys and distribute to managers of each individual operation.
  - e. *Residence Life (Staff, resident assistants, students, staff, faculty and guests)* - Residence Life is responsible for all access for on-campus housing students, staff, faculty and guests. Residence Life engages UTRGV Locksmiths to key all non-residential rooms within UTRGV residential housing facilities, which include exterior building doors, offices, study rooms, and mechanical rooms. UTRGV Locksmiths also repair and rekey residential rooms upon request by Residence Life following its established procedures. Residence Life issues and collects residential keys to students, staff, faculty and guest as per policies in student housing contracts, guest housing contract, summer camp/conference contracts and the Resident Handbook.
2. Each UTRGV key will be stamped with a "DO NOT DUPLICATE" label, file number, and uniquely assigned employee ID code for the person to whom the key is issued. When a key is picked up from the UTRGV Locksmiths, the recipient must acknowledge receipt by signing the Key Request Form that pertains to the individual key and includes the employee's ID code.

3. Upon separation from UTRGV or transfer to another area or responsibility within the university, persons issued keys are responsible for returning all keys to the UTRGV Locksmiths at the respective campus.
4. Lost or stolen keys should be promptly reported to the administrative official(s) who approved issuance of the key, the UTRGV Police Department, and Facilities Planning and Operations. The individual issued the key must file the police report with the UTRGV Police Department. If the lost/stolen key opens a single door or multiple doors then re-keying must be performed on that/those doors. The department should note that this could be a substantial cost if the lost key opens multiple locks. Lock change requests must be submitted via iShop. Any unauthorized duplication of keys shall be reported to the UTRGV Locksmiths and will be referred to the UTRGV Police Department for investigation and a report will be submitted to the Executive Vice President for Finance and Administration and Deputy President.
5. In the event of an emergency, when a notice to “lock down” has been issued, it is the responsibility of all persons who have been issued keys to secure the area(s) for which they have been granted keyed access.
6. Master Keys and Grand Master Key lists will be reviewed on an annual basis by the Campus Facilities Operations Directors to assure the owners of such keys still have relevant use for this level of access on UTRGV campuses.

#### **E. Definitions**

1. Grand Master Key – A key that provides full access to doors for all buildings on a campus that may be issued only to designated executive administrators, UTRGV police, and Environmental Health, Safety & Risk Management, and Facilities Maintenance personnel.
2. Key – Typically, a metal instrument specially cut to fit into a lock and move its bolt. The term may also refer to any device having the form or function of a key or access control device (e.g. key fob, key card, or key pad). Keys may provide access to a single, limited space (e.g., an individual or designated office, classroom, or other general use space), or multiple spaces or buildings.
3. Master Key – A key that provides full access to all doors in a building or several buildings that generally may be issued to designated executive administrators, UTRGV police, Environmental Health, Safety & Risk Management, and Facilities Maintenance personnel and custodial staff only.
4. Sub-Master Key – A key that allows a significant level of access to space in an individual building (e.g. an office suite).

#### **F. Related Statutes or Regulations, Rules, Policies, or Standards**

Not Applicable

**G. Dates Reviewed or Amended**

June 13, 2018 – Amended policy approved