

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Key Control

**Regulation and Procedure
Number: URP: 04.530**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU" or "University") is committed to providing a secure campus for the TWU Community. TWU provides reasonable security for persons and property within University facilities by controlling the distribution and use of keys.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

1. "Faculty Member" means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty member.
2. "Guests" means any individual not affiliated with TWU.
3. "Key Authorizer" means individuals given authority to approve and authorize key requests. Key Authorizers will be appointed by the Chancellor, appropriate Vice President, or appropriate Division Head.
4. "Key Holder" means an individual who has been issued a controlled University key(s).
5. "Staff" means each classified, administrative, and professional employee who is appointed to work in an a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.

6. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, and a person who has been admitted or readmitted to TWU.

REGULATION AND PROCEDURE

I. General Guidelines

- A. Keys shall be authorized only to persons with a substantial need to lock and unlock specific spaces within a facility without or beyond the hours of access provided by electronic card access. All exterior doors are accessed via the electronic swipe system and no mechanical keys shall be issued for the entrance thereof.
- B. Keys shall be issued after administrative approval of a Key Request, located on the TWU Facilities Management and Construction ("FMC") Website.
- C. Keys remain state property, entrusted to the individual key holder for their exclusive use, and must be surrendered to FMC when no longer needed. The key holder's department is responsible for ensuring the surrender takes place. If it is determined that loss of a key causes a security risk to the University, the key holder's department is responsible for all costs to re-key and secure affected spaces.

II. Enforcement

Uncontrolled circulation or misuse of TWU keys endangers the security of persons and property. Violations of this policy are considered grounds for serious disciplinary action in accordance with TWU's URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes, URP 05.600: Staff Standards of Conduct and Disciplinary Process, and URP 06.200: Student Code of Conduct.

III. Authority

- A. The Chancellor and President ("Chancellor"), Vice Presidents, and Division Heads hold all authority to control keys and may delegate this authority to Key Authorizers.
- B. Key Authorizers are individuals given authority to approve and authorize key requests. Key Authorizers act as Vice Presidential or Division Head delegates in deciding which keys are needed by whom, and in authorizing their issue.
- C. FMC maintains records of all keys issued. FMC is located at 1200 Frame Street, Denton, Texas 76209.

IV. Chancellor, Vice Presidents, and Division Heads Responsibilities

- A. Order the creation of new Key Authorizing Departments. For each department, provide a list of Key Authorizers and the buildings and rooms under their control.
- B. Order the revision of Key Authorizer and building and room information as necessary. FMC will make no revisions of this information except by signed order from the Chancellor, appropriate Vice President, or Division Head.

V. Department Approver Responsibilities

- A. Provide written approval from Vice President or Division Head for revision of Key Authorizer or building and room information to FMC.
- B. Request keys only for authorized rooms and only for persons with a significant need to lock and unlock these rooms.
- C. Maintain records, as needed to meet internal departmental needs, of all departmental keys currently issued. Cooperate with FMC in key audits as required.
- D. Enforce this University Regulation and Procedure (URP) among key holders. Prohibit the exchanging or loaning of keys and require the return of all keys to FMC when no longer needed.
- E. Departmental Responsibility for Employees leaving TWU: Before completion of the departmental exit process, require every employee leaving to provide written confirmation from FMC that all keys have been returned. If an employee leaves without notice after receiving their final paycheck and does not go through an exit clearance, every effort will be made to recover their keys through the following means:

1. Faculty Members

The Dean, Department Chair, or other delegated and documented Key Authorizer have the responsibility for contacting departing faculty members regarding the return of all University keys. Every reasonable effort will be made to ensure that the keys are returned. The responsible Department will maintain documentation to support that such efforts have been made.

2. Staff Members

The Supervisor, Department Head, or other delegated and documented Key Authorizer will contact the departing staff member and attempt to recover the keys. Every reasonable effort will be made to ensure that the keys are returned and the Department will maintain documentation to support that such efforts have been made.

3. Teaching Assistants, Teaching Faculty, Student Employees, and Students

The Department Chair, Department Head, or other delegated and documented Key Authorizer will contact the departing individual and attempt to recover the keys.

VI. Facilities Management and Construction Responsibilities

- A. Maintain records of each Vice President's and Division Head's designated Key Authorizers and areas authorized. Issue keys after verifying authorization and checking adherence to this URP.
- B. Maintain records of all locks, key codes, key holders, Key Authorizers, keys issued, returned, and deleted.
- C. Provide various reports to Key Authorizing Departments. Conduct a random, annual audit of Key Authorizing Departments' key records.

VII. Individual Key Holder Responsibilities

- A. Pick up keys in person at the FMC Service Center. Exceptions may apply under special circumstances.
- B. Do not exchange keys with or loan keys to another person.
- C. Do not accept, possess, or use a University key unless it has been issued by FMC.
- D. Protect keys from loss, theft, or unauthorized use.
- E. Report lost or stolen keys immediately to the Department Head and the University Department of Public Safety or FMC.
- F. Lost keys may require the individual to reimburse the University the cost for a new core(s) and key(s), as determined by the Director, Physical Plant.
- G. Return any keys no longer needed. Return all keys upon termination. Keys must be returned to FMC, or the department for return to FMC upon receipt. Failure to return University keys may result in the following costs to the department:
 - 1. A key replacement fee; and
 - 2. A rekeying charge.

VIII. Office of Human Resources Responsibilities

As part of exit (clearance) processing, send all terminating employees through Employee Checklist for Separation issued through the Office of Human Resources.

IX. Additional Provisions

- A. Only one key per room or area will be issued to an individual. The issuance of multiple keys to individuals or departments for reassignment to others circumvents individual key accountability.
- B. Building master keys may only be authorized by the Chief Facilities Officer.
- C. Grandmaster keys require approval of both the Chief Facilities Officer and Vice President of Finance and Administration. (See form link below)
- D. Keys to mechanical areas and custodial closets may be authorized only by FMC.
- E. Key to Information Technology Solutions areas and closets may be authorized only by the Chief Information Officer ("CIO").
- F. Removal of a lock from the grand master keying system requires written approval from the Vice President for Finance and Administration. All locks removed from the grand master will be keyed under a special "Protected Master" issued only to the user and the University Department of Public Safety.
- G. If a key has not been picked up from Access Control within thirty (30) days of request, the request will be voided and the Key Authorizing Department notified.
- H. When key(s) are lost, stolen, or not returned to FMC, the Key Authorizing Department officials and the Director, Physical Plant will determine whether affected locks require re-keying. The appropriate department will be required to pay to re-key the area affected. The cost to re-key each lock and any subsequent key replacements will be charged to the department of the employee whose key(s) are lost, stolen, or not returned.
- I. It is unlawful for any person or group other than FMC to produce, duplicate, or alter a University Key. Only FMC may make repairs, additions, alterations, re-keying, or reassignment of a University lock.
- J. Due to the security impact of the regulations herein, any deviation from them will require written justification and authorization of the Chancellor or Vice President for Finance and Administration.

X. Procedures

<u>Responsible Party</u>	<u>Action</u>
Departmental Approver	<p>Determine whether the key requester has a substantial need to unlock or lock the area in question to assure that only authorized keys are requested.</p> <p>Completes approval authorization of Key Request online, filling in all required information.</p>
Key Requester and Holder	<p>Request key online utilizing computerized system. Present photo I.D. Card, sign for and receive key.</p> <p>Return key to FMC when it is no longer needed.</p>
FMC	<p>Review requests and determine correct mechanical key assignment for users based on knowledge of system and previous keys assigned.</p> <p>Process Key Requests via computerized authorization verification and prepare key for pick up.</p> <p>Notification of "Key Ready" is emailed to Key Requestor through computerized system which notifies the Key holder that key is ready for pickup at FMC office.</p> <p>Maintain permanent records of all returned keys.</p> <p>Perform internal key audits</p> <p>Maintain records of each transaction.</p>
Requesting Department	<p>Assure employees return all keys to FMC when no longer needed.</p> <p>Assure every effort is made to collect and return keys to FMC not returned upon termination of employment at TWU.</p>

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[TWU Facilities Management & Construction Website](#)

[Guide for Exiting Employees](#)

[URP 02.330: Faculty Responsibilities, Standards of Conduct, and Disciplinary Processes](#)

[URP 05.600: Staff Standards of Conduct and Disciplinary Process](#)

[URP 06.200: Student Code of Conduct](#)

FORMS AND TOOLS

[Master or Grand Master Key Request Form](#)

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