I. 8.7.9 Keys, Identification Cards and Access Requests

Chapter 8 - Health & Safety	Original Effective Date: June 2000
Section: 8.7 University Police	Date Last Reviewed: February 2023
Responsible Entity: Chief, University Police	Date Last Revised: February 2023

II. Purpose

To specify rules, procedures and practices that address the issuing, encoding, replacing, returning and display of identification (ID) cards for faculty staff, students and others who qualify for the issuance of an ID card. To establish a standard for keyed and keyless access systems for all buildings owned, operated, or controlled by UT Health San Antonio and procedures for granting access, and issuing and/or replacing of keys/card keys.

III. Scope

This policy applies to all persons regardless of status or classification to include faculty, staff, students, residents, affiliates, emeritus, retirees, stipend paid, volunteers, trainees, temporary agency workers, guests, vendors, visitors, and contractor personnel.

IV. Policy

A. Access Identification Cards

It is the policy of UT Health San Antonio to issue an Access Identification (ID) Card to each qualified person that is on any property owned, operated, or controlled by UT Health San Antonio.

1. Authorization

Access ID Cards are authorized to be issued by UT Police upon receiving a request from one of the following:

a. Office of Human Resources for employees and retirees (regardless of status or classification)

b. Office of the University Registrar for students and visiting students

c. Department/Center where an individual is assigned for contractors, consultants, and non-employees

d. New Innovations System for residents

2. Fees

a. There may be a fee associated with the preparation of an ID card for some category of individuals.

b. The following link provides additional information on the procedure and associated fees, https://www.uthscsa.edu/police/id-badges-card-access.

3. Requirements

a. Only one (1) ID card per person is allowed at any given time. Cards must be visibly worn while on the property owned or under the control of the institution.

b. The individual to whom the ID card is issued is responsible for its use and control. An ID card may not be loaned or transferred in any way.

c. An ID card may not be altered, defaced, or duplicated in any way. ID cards must be free of decorations or additions that restrict view of the ID card or its use as a key card.

d. For individuals without a unique Identifier Number issued by UT Health San Antonio, approval from the Chief of Police is required before an ID card will be issued.

e. Missing ID cards are to be reported immediately to the UT Police Department (UTPD). Missing ID cards can be reported through My Service Center. A new ID card will not be reissued until the procedure for reporting a missing card have been completed. An ID card that needs to be replaced due to normal use or title/department name changes will be replaced at no charge.

f. ID cards remains the property of UT Health San Antonio and must be surrendered upon separation.

g. For short term guests, vendors, or visitors on campus for no more than two (2) days, ID cards are not required.

h. Contractors assigned to a UT Health San Antonio campus for three (3) days or more must receive an ID card labeled with the sponsoring department. Contractors and vendors must be escorted at all times by the sponsoring department.

B. Keys/Card Keys

The Chief of Police is responsible for the control of building keys for all UT Health San Antonio campuses. Department Chairs/Center Directors will determine which keys are to be issued to individuals under their jurisdiction. Keys will only be issued to areas under the control of the requesting Department/Center head.

1. Requirements

a. Key and Access Request forms must be completed in their entirety and must contain authorized electronic signatures(s) before being submitted. An authorized signature is either a department Chair or Director or, in their absence, the appropriate Dean or Vice President. Any Key or Access Request which will allow access to an area in another department requires the signature of the concurring department's Chair or Director.

b. Delegation of authorization must be submitted on department letterhead in memorandum format listing the department Chair or Director as the primary and the delegate as the secondary. The Chief of Police, or a designee, will evaluate the request and grant or deny it based on the merits.

c. The Chief of Police must approve the issuance of more than one key/card key to an individual for one area, as well as key/card access to "community rooms."

d. The individual to whom the key/card key is to be issued must personally pick up and sign for the key/card key and is responsible for its use and control.

e. Key/card keys must not be loaned, transferred, altered, defaced, or duplicated in any way.

f. The loss or theft of a key/card key must be immediately reported to UTPD and can be reported online via a "Lost Key Report" or "Report a Lost Access Card" ticket. Fees associated with replacement keys/cards can be found on the UT Police ID badges and card access site.

g. All keys/card keys remain the property of the University and must be returned upon separation.

2. Audits and Re-keying

a. UTPD will make periodic audits of key control records to assure that all keys are accounted for, and that the security of the campus is not jeopardized.

b. The Chief of Police will coordinate all re-keying with Facilities Management and issue all replacement keys with the return of replaced key(s). Altering, removal or replacement of a key core or locking device without the approval of the Chief of Police is prohibited.

3. Card Access Systems

a. UTPD is responsible for the control, maintenance, and monitoring of card access systems which are utilized throughout the campus. Card access systems provide security and an account of entries/exits into buildings and security sensitive areas.

b. Personnel who are in security sensitive areas and who do not display an authorized access card should be immediately reported to UTPD.

4. Keyless Locking Systems

a. UTPD is responsible for the management of all electronic locking systems for all UT Health San Antonio facilities. New electronic or keyless systems must interface or co-exist with the existing keyway system. The existing master key will remain functional for service, police, and emergency access. Facilities Management and UTPD will be the only campus departments authorized to stock or order electronic access control system components.

b. The installation and maintenance of the devices shall be on a departmental charge basis since installation will be primarily for the convenience and protection of department equipment and projects and will be a departure from the standard locking devices adopted for campus use. Facilities Management will

install or supervise the installation of such devices on campus facilities. Any electronic locking device installed that is not in compliance will be removed and confiscated by Facilities Management. All requests for installation of electronic locking devices should be submitted to the Facilities Management on a [Facilities Management Service Request](#) and shall be limited to approved systems. Facilities Management and the Chief of Police shall have the authority to approve/disapprove the use and installation of these devices and any proposed deviation from this Policy.

c. In order to maintain control and audit the security of the UT Health San Antonio facilities, UTPD shall be responsible for programming or reprogramming the current electronic access control system. Outside vendors will not be permitted to install, maintain, or program any system or hardware at any university location without written authorization from Facilities Management and the Chief of Police.

V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Access ID Card – a plastic card containing a photograph, an identifier number, name, credentials, barcode, color bar, title and affiliated school, division, or department, situated in a vertical orientation issued by UTPD to anyone who will be on a UT Health San Antonio property for three (3) or more consecutive days.

Authorized Signature – an authorized signature on file with UTPD shall be either the department Chair or Director or, in their absence, the appropriate Dean, Vice President, or Administrator.

Color Bar – there are six (6) distinct colors used for Access ID Cards:

1. Blue - UT Police
2. Orange - Faculty, Staff, Emeritus and Stipend
3. Green - VIP (those who appear on official UT Health San Antonio organizational chart)
4. Red - Contractors, Temps, Volunteer, Visiting Student or Affiliate, see Institutional Handbook of Operating Policy (IHOP) Policy [4.3.8 Non-Employee Service](#) for classification descriptions.
5. Yellow - Resident and Adjunct Faculty
6. Brown - Students in any capacity

Credentials – standard acronyms indicating licensure, registration, certification, or doctoral degree required by the employee's position or pertinent to the work performed (e.g.; CPA, CR, DDS, DVM, LVN, MD, MSW, MT (ASCP), PA, PhD, RN, RPh). Certain limitations

and restrictions apply. Credentials shall be validated by a departmental signature authority or through a personnel management data system such as PeopleSoft.

Identifier Number – a unique nine (9) digit number issued by the system to each qualified individual and located on the Access ID Card.

Name – the legal first, middle, and last name as it is stated in the system to match driver's license.

System – PeopleSoft or New Innovations.

Title – title of an individual as they are listed on the official UT Health San Antonio Organizational Chart by the President's Office.

VI. Related References

For questions regarding this policy, contact the UT Police Access Systems & Controls Office at 210-450-4359 or access@uthscsa.edu.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
6/2000	Policy Origination		
05/2007	Policy Revision		
02/2023	Policy Revision	Executive Committee	