



I. 8.7.6 Room Access

Chapter 8 - Health & Safety	Original Effective Date: June 2000
Section: 8.7 University Police	Date Last Reviewed: December 2024
Responsible Entity: Chief, University Police	Date Last Revised: August 2021

II. Purpose

The purpose of this policy is to specify the parties responsible for locking and unlocking doors for all buildings owned, operated, or controlled by UT Health San Antonio.

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. Building entrances that have been designated to be unlocked during business hours are primarily the responsibility of University Police (UTPD).
- B. Department Chairs/Directors or designee(s) are responsible for access and security of offices, laboratories, and other rooms during the normal workday. UTPD will assist in unlocking departmental areas in situations where there is no department administrator available to assist.
- C. After hours, weekends, and holidays, UTPD will unlock rooms upon individual or written request and verification of proper identification and authorization. Departments can submit a Door Unlock/Access Schedule Change request [online](#).
- D. University Scheduling maintains a file of rooms scheduled for use. These rooms are unlocked according to the schedule, usually thirty (30) minutes prior to the time they are to be used. Special requests for UTPD support at special events are to be submitted [online](#).

V. Definitions

There are no defined terms used in this Policy.

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VI. Related References

[University Scheduling](#)

VII. Review and Approval History

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

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
08/2021	Policy Revision, discretionary edits		
12/2024	Policy Review	UTPD	12/17/2024