

## 41.01.01.C0.02 Building Access and Key Control

Approved: October 11, 2007  
Revised: June 22, 2018  
Next Scheduled Review: June 22, 2023



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### Procedure Summary

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This procedure outlines the method for access to university-controlled buildings, establishes a process to secure the campus environment and ensure accountability, and outlines a method for access to any room, facility, or university-controlled building.

All keys issued are to be considered state property and should be protected with the same considerations. The Texas A&M University-Corpus Christi key and access system must be protected as any other expensive state property. Stringent key and access control accomplishes this. Careful consideration should be given to every key and card access authorization request.

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### Definitions

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Contractors or Contract Employees: Any person employed by a business but not affiliated with Texas A&M University-Corpus Christi as faculty, staff, or student, which has been contracted to operate a business or service function of the university.

Off-Hours: Outside the normal open hours of university buildings. Generally, normal open hours are Monday through Friday from 7:00 am until 11:00 pm.

Access Card: An employee's identification card that manages access through the authorization and revocation of rights to controlled areas. An access card may also be another access media type such as a RFID chip card or i-Button RFID chip device.

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### Procedure

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#### 1. GENERAL

- 1.1. The University Police Department (UPD) at Texas A&M University-Corpus Christi is responsible for managing the university's key and access control system.
- 1.2. University keys are Texas A&M University-Corpus Christi property and may be recovered at any time.

- 1.3. The UPD is responsible for approving the fabrication of all keys. University keys will not be duplicated without a written request on file.
- 1.4. Unauthorized fabrication, duplication, possession, or use of a key or keys is a violation of this procedure.
- 1.5. The UPD 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) may be removed from university property and 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.
- 1.8. Keys required by contractors or other non-university users to access areas on campus to conduct their work must be authorized by the UPD. University keys issued to contractors must be returned at the end of each business day to the UPD for storage unless the contractor has been authorized by the Vice President for Finance and Administration or the Chief of Police to retain the issued keys for the duration of the project.
- 1.9. Facilities Services will provide the UPD with a list of the names of Facilities Services contractors authorized to receive designated keys. Contractors authorized to receive keys must show photo identification to sign out and return keys to the UPD. Information as to who is issued keys and when they are signed out and returned will be recorded by the University Police Security Services Office, the Parking Division Customer Service Desk, the Police Communications Center Officer, other UPD designee, or an electronic lockbox.
- 1.10. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the contractor and/or their company to which the keys were issued, and final payment for services provided will not be made until all issued keys are returned or payment for lost keys is made.

## 2. FACILITIES SERVICES RESPONSIBILITIES

- 2.1. Design of the university's keying system is the responsibility of Facilities Services. This design will ensure security while at the same time reasonable convenience to personnel occupying campus facilities.

- 2.2. Facilities Services will perform all lock changes for university facilities, except for work performed by on-site contractors under the direction of Facilities Services and as approved by the UPD.

### 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 UPD must be contacted.
- 3.2. Key holders shall not unlock buildings or rooms for others unless the individual has a valid, verifiable reason and proper identification for access, or is known by the key holder to have legitimate need for access to the room or building. Suspicious persons should be reported to the UPD immediately.
- 3.3. The UPD will only grant an individual access to their own office. Exceptions may be made based on extenuating circumstances, at the discretion of the President, a vice president, or the Chief of Police, and upon proper identification of the party requesting access and documentation as to the reason why access is needed.

### 4. KEY AND ACCESS CARD REQUESTS

- 4.1. There are several types of keys that can be requested. The type of key authorized is based upon an individual's position and/or responsibilities and need for access to an area or room. Department heads, directors, or their authorized designees can only request keys and access to a building, suite, or office for which they have direct control. At no time will keys or access be issued to an individual without authorization of the controlling department head, director, or their authorized designee.
- 4.2. All key requests will be reviewed by the UPD to ensure proper security protocols are followed. At no time will a Master Key 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. Grand Master Key (Access to all university doors) issuance must be approved by the Vice President for Finance and Administration or the President.
  - 4.2.2. Master Key(s) (Access to all university buildings) issuance must be approved by the Vice President for Finance and Administration or the President.
  - 4.2.3. Sub-Master Key(s) (Access to a group of locks within building) issuance must be approved by a vice president, department head, director, or their authorized designee.

- 4.3. An office or individual door key must be approved by the key holder's (employee's) department head, director, or their authorized designee.
- 4.4. Access cards can provide access to buildings and facilities 24/7. A request for off-hours card access may be made by the President, the Vice President for Finance and Administration, department head, director, or their authorized designees. UPD may determine that granting access poses a risk to the safety and security of the community and/or the university's facilities and may recommend denial of the request to the President or Vice President for Finance and Administration.
- 4.5. Requesting issuance of card access or a physical key for access to a building, room, or facility must be in written or email form.
- 4.6. All key request forms must be filled out completely and signed by all appropriate individuals. Stamped or pre-signed key requests are not acceptable. Scans of original signatures on forms transmitted via email will be accepted.
- 4.7. It is the responsibility of each department head or director to monitor and control all keys and card access issued for spaces under their direct control.
- 4.8. All completed key and access requests will be submitted to, and processed by, the UPD's Security Services Office.
- 4.9. A Security Services Office representative will verify all sections of the key or card access request form are completed and accurate prior to issuance of any key or card access. Any incomplete requests will be sent back to the requesting department head, director, or their authorized designees for correction or clarification. Notice of approved keys and card access requests will be issued by the UPD in a timely manner.
- 4.10. Keys not picked up within 30 calendar days of notice of approval will be restocked and a new key request must be completed and submitted in order to pick up the key.
- 4.11. Key requests or access to an area may not be made for any area, building, or department that is under the supervision of another department head or director. The only exception is a request authorized by the President or the Vice President for Finance and Administration.
- 4.12. All key requests are kept on file in accordance with the university's records retention policy.

## 5. RETURNING A KEY OR ACCESS CARD

- 5.1. The individual issued the key(s) and/or access card is responsible for ensuring the key(s) and/or access card is returned upon termination or other separation from the

university. The keys are to be returned to the UPD's Security Services Office. Giving keys to a faculty member, staff member, department head, secretary, or other person will not clear a key record.

- 5.2. All key(s) must be returned to the UPD's Security Services Office before proper clearance may be granted. The university will use all means available to collect and/or charge for lost or unreturned key(s).
- 5.3. If key(s) are not returned, a police report must be filed by the original requesting department head, director, or their authorized designees.
- 5.4. A receipt indicating payment for lost key(s) must be presented to the UPD at the time of termination and clearance if the faculty member, staff member, department head, director, or their designee does not have possession of the actual key.
- 5.5. If the employee is also a student, diplomas, grades, and/or transcripts may be held until the key(s) are returned or costs of key recovery or re-keying are paid.

## 6. REPLACING A LOST KEY OR ACCESS CARD

- 6.1. Key(s) and access cards are issued to a specific individual and that individual is responsible and personally held accountable for the use/misuse or loss of said key(s) and card.
- 6.2. All lost keys must be reported within 24 hours to the appropriate department head, director, or their authorized designees and the UPD. Individuals are responsible to initiating the process of replacing their key(s) within five (5) business days.
- 6.3. Access cards with UPD-applied building access should be reported lost immediately to the appropriate department head, director or their authorized designees and the UPD.
- 6.4. Information about a stolen or lost keys and access cards should include, if known:
  - (a) Where the key or card was stolen from or lost;
  - (b) Date when key or card was stolen or lost;
  - (c) Key number and room(s) the key opened; and
  - (d) Buildings and/or rooms that the access card opened.
- 6.5. Payment for the stolen or lost key(s) will be made to the university business office. There may be a fee for any lost or stolen access cards which will be charged to the individual to whom the key(s) were issued. The department originally authorizing the key, at its own discretion, may choose to take responsibility for the cost of replacing the key(s). The department is under no obligation to do so.

- 6.6. If the lock core must be changed for security reasons as determined by the Chief of Police or Vice President for Finance and Administration, the actual cost of re-keying will be determined by Facilities Services, and the cost will be charged to the individual to whom the key(s) were issued. The department originally authorizing the key, at its own discretion, may choose to take responsibility for the cost of the re-keying. The department is under no obligation to do so.
- 6.7. Prior to issuance of a replacement key, a payment receipt for stolen or lost key(s), a new key request approved by the appropriate department head/director or designee, and a copy of the UPD lost key report will be submitted to the UPD.

## 7. ACCESS CARD – ACCESS TERMINATION

- 7.1. Access for faculty and staff will expire upon separation from the university.
- 7.2. To ensure the integrity of the access system, periodic audits of the access system will be conducted by UPD. Reports of current key and/or access card holders will be sent to the authorizing department with a request to validate the access of all those listed in the report. Individuals who no longer require access will have their access removed.
- 7.3. All card access will be removed immediately upon separation of a faculty member, staff member, or student from the university. An exception to immediate termination of access would be the advisement, in writing, by the department head, director, their authorized designees, or the Chief of Police to allow access to remain active.

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## Related Statutes, Policies or Requirements

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System Policy [41.01, Real Property](#)

System Regulation [41.01.01, Real Property](#)

University Rule [41.01.01.C0.01, Use of University Facilities](#)

University Procedure [41.01.01.C0.02, Use of University Academic Facilities](#)

University Procedure [41.01.01.C0.03, Management of Buildings, Grounds, and Other Improvements](#)

This procedure supersedes:

- [41.05.02.C1.01, Building Access](#)

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## Appendix

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[Building/Door Key Request Form](#)

[Key Transfer Request Form](#)  
[Sanddollar\\$ Card Access Request Form](#)  
[Lost or Stolen Key Information](#)

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## **Contact Office**

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Contact for clarification and interpretation: University Police Department  
(361) 825-4242