

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.7	University Police	Revised:	May 2007
<b>Policy 8.7.9</b>	<b>Key/Card Keys</b>	Responsibility:	Chief, University Police

## KEY/CARD KEYS

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### Policy

The control of building keys for all Health Science Center campus(s) shall be the responsibility of the Chief of Police. The Chair or Director will determine which keys should be issued to employees or students under their jurisdiction. Keys will only be issued to areas under the control of the requesting department head. A **Key and Access Request** form must be completed in its entirety and must contain the authorized signatures(s) before it will be processed. An authorized signature shall be either the department Chair or Director. In the absence of the Chair or Director, the **Key and Access Request** form may be signed by the appropriate Dean or Vice President. Any **Key and Access Request** form which will allow access to an area in another department requires the signature of the concurring department's Chair or Director. The Chief of Police must approve the issuance of more than one key/card key to an individual for one area. Requests for keys/card keys to "community rooms" must also be approved by the Chief of Police.

Keys may not be routinely issued to volunteers, non-employees or non-students. A written justification must be forwarded with each request articulating the reason for the request, a limiting date and the person assuming responsibility for the proper use and return of the key(s). The requested key(s) may then be issued with the approval of the Chief of Police. With the approval of the Chief of Police of the completed request, accompanying justification, and payment of a \$10 deposit for each key/key card issued, an individual who is not an employee of the University may be issued a key/key card when a completed request is submitted by the department Chair or Director. A portion of this deposit will be refunded to the individual upon return of each item.

### Procedures

Upon receipt of the completed request, the key order will be filled. The department will be notified when the keys may be picked up. The individual to whom the key/card key is to be issued must personally pick up and sign for the key(s) at University Police. In the event requested keys are not picked up within fifteen (15) days, they will be returned to the file and the canceled request will be returned to the requesting department. A new request will be required to reprocess.

The following rules apply to all University keys/card keys:

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1. The individual to whom keys/card keys are issued is responsible for their use and control. Key/card keys must not be loaned or transferred in any way.
  2. The keys/card keys must not be altered or defaced in any way. Duplication, alteration, or the acquisition of a key/card key not issued by University Police is strictly prohibited.
  3. The loss or theft of a key/card key must be immediately reported to University Police. A "Loss Report" will be completed.
  4. All keys/card keys remain the property of the University and must be returned upon request of the issuing department, transfer, or termination.
  5. A replacement fee of \$25 will be charged for each lost master key and the appropriate Dean or administrative head will be notified. A new key will not be issued until a new request is submitted and the fee is paid.
  6. A replacement fee of \$10 will be charged for each lost key/card key (other than a master key) and for each key that is not returned upon transfer or termination. A lost key will not be replaced until a new **Key and Access Request** form is submitted and the fee is paid.
  7. A replacement fee of \$4.00 will be charged for each card key which requires replacement due to misuse or abuse.

Failure to abide by the above rules is punishable by termination of employment and/or expulsion from the University.

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## **Audits**

University Police 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. The Key Control Office is open from 8:00 A.M. to 5:00 P.M. Monday through Friday, except on Health Science Center official holidays.

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**Re-keying**

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 punishable by termination of employment and/or expulsion from the University.

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**Card Access Systems**

The department 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. At all times, when in security sensitive areas, personnel must display their access cards, picture side forward. No person is authorized to loan or borrow an access card. Personnel who are in security sensitive areas and who do not display an authorized access card should be immediately reported to University Police.

Unauthorized personnel found in a secured area are subject to arrest and prosecution. Failure to abide by the above rules is punishable by termination of employment and/or expulsion from the University.

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**Keyless Locking System**

University Police is responsible for the management of all electronic locking systems to all Health Science Center 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 University Police will be the only campus departments authorized to stock or order electronic access control system components.

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 [Physical Plant Work Order](#) and shall be limited to

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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.

In order to maintain control and audit the security of the Health Science Center facilities, University Police 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.

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