Section 8 Policies Subject 8.2 Security Policies **Policy 8.1.26 Key Operations and Access**	09/07/12 -Originated -Reviewed w/ changes -Reviewed w/o changes 10/03/12 -Effective University Police & Facilities - Author

Keying Operations and Access

Definitions

Key Control Officer (KCO) – Representatives from each department who will be responsible for requesting keys and cores and maintaining this departmental information. A work order must be submitted to request keys. KCO's must be approved by the Department Director or Administrator.

Keying database-Access database that keeps records of all approved keys and cores for all UTMB properties.

Regular business hours-8am-5pm Monday – Friday excluding UTMB recognized holidays.

Policy

UTMB is committed to maintaining a safe environment for students, employees and visitors and protecting resources. This policy establishes a standardized process for the issuance of keys and access to locked areas.

UTMB keys will be issued only to UTMB employees, students, long term contract vendors, and to the Acting Major for TDCJ as identified by the Warden. Individuals may not loan any UTMB keys issued to them to another person. In addition, individuals may not change or modify a lock without the permission of UTMB Police. Violation of this policy will result in discipline that is up to and including termination.

UTMB keys are state property, lost or missing state property must be reported to the UTMB Police.

UTMB Police will maintain all information pertaining to approved keys in the keying database for UTMB employees for all doors except, file cabinets, lockers, and desk drawers.

Employees are notified when a key is ready for pick up; after thirty (30) days from notification keys are destroyed.

Grand Master keys will not be issued unless approved by the Chief of Police and area Executive Vice President.

Requests for exterior door keys for buildings will require approval of the Chief of Police and area Executive Vice President.

Procedures

Access (lost or forgotten keys)

1. If an occupant needs assistance with access to a space (for which they have been authorized to use) they must contact UTMB Police.
2. Request for unlocking doors and unlocking cabinets containing narcotics,

Procedures, continued

patient records and money will be coordinated through UTMB Police.

3. UTMB Police will contact the locksmith, and as needed stay with the Locksmith until the lock is opened or the problem is resolved.
   When Locksmiths require facility access, only the UTMB Police will authorize such assistance.

Key and or Core Replacement

There will be no charge for replacement of damaged/worn or broken keys, upon the return of the damaged key. KCO should use the standard work order process to replace the key.

For any lost or stolen keys, the employee must file a theft or loss of key report with UTMB Police prior to receiving a replacement key.

For core replacement:

1. 1-5 cores: Free when performed during regular business hours. This does not pertain to projects.
2. 6+ cores: $55.00 per core
3. Outside of regular business hours: $75 per core

Note: A maintenance work order request should be completed to resolve problems with a standard door lock; for emergencies contact UTMB UTPD Dispatch at ext. 2-1111.

For all keys\cores managed by the department (i.e. lockers, file cabinets, cabinets), KCO will need to contact an outside vendor to provide these locksmith services

Responsibilities

Regular Operations	1. KCO's are responsible for all departmental keys. 2. Each KCO should have a backup plan for all keys managed and issued by the department (i.e. file cabinets, lockers, desk drawers). The KCO should keep extra keys for these locks in secure storage. 3. The KCO: a. maintains and annually updates Key/Core information for their department and assigned employees. b. requests keys for employees and core changes as needed c. updates UTMB Police whenever employees leaves UTMB or changes departments d. retrieves keys from employees before they leave UTMB and returns these keys to UTMB Police. e. notifies UTMB Police to request emergency access to doors (x21111). f. coordinates with other KCO's when requesting keys for space that is shared.

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Responsibilities, continued	**Capital Project Teams**	1. Capital Project Teams are responsible for contacting the UTMB Locksmiths for Project review. 2. The department KCO will attend Keying meetings and have a complete list of employees who will need access to the new space. The list will include names, department name, employee ID number, and Date of Birth and UTMB security clearance level. 3. If a KCO\department cannot provide the names of the individuals who will need keys for a project, the keying spreadsheet will reflect only door card and core information, and a work order key request will be submitted for keys at a later date. 4. The department KCO will update the departmental list of doors and door information and employee keys. 5. The assigned UTMB Construction Manager will be responsible for contacting UTMB Locksmiths for key core removal before demolition projects. 6. The Construction Manager is responsible for coordinating the approval of keys to the contractor's superintendent and managers. The FOAM KCO will provide the work order to request the keys and process through the badge office. The keys will be picked up by the Superintendent who will sign for the key. Once the project or contract has been completed the construction manager\KCO will notify the contractor's superintendent\ manager and the badge office to return their keys to the badge office as part of the projects close out documentation. 7. The UTMB construction manager will schedule UTMB Locksmiths to remove/change cores to the designated construction cores prior to the start of the renovation (this must also be entered into the keying database). 8. The construction manager will schedule keying meetings a minimum of eight (8) weeks ahead of the move date. 9. The Construction Manager will review the multiple keying spreadsheets with the keying team for each project prior to submitting the final package. This package should also include the lock down plan of the space to be vacated. 10. After the final review the FOAM KCO will submit a work order key request and forward the keying package, to the requesting department, Facilities, UTMB Police per the approved keying procedure.