



Institutional Handbook of Operating Procedures
Policy 08.02.10

Section: Health, Safety, and Security	Responsible Vice President: UTMB Chief of Police
Subject: Security Policies	Responsible Entity: University Police

I. Title

Property Owner and Subcontractor Access to Property Leased by UTMB

II. Policy

- A. UTMB is committed to maintaining a safe environment for students, employees, patients, and visitors and protecting UTMB resources. This commitment extends to property owned by UTMB or leased by UTMB from private property owners (“landlord”).
- B. A common stipulation of lease agreements for property leased by UTMB is that the landlord provide on-going property maintenance, custodial and/or other services as part of the agreement. Many of these services may be provided after normal business hours when the facility is closed and UTMB employees are not on site. In such cases, UTMB recognizes the need for the landlord and/or their subcontractors to have access to leased UTMB facilities.
- C. In the case of leased property, it is common for locks, keys, electronic access control systems and other security features to be owned and maintained by the landlord. In this case, access to the facility is managed by the landlord in partnership with the facility’s Key Control Officer (KCO). However, the decision may be made by the facility to convert access control and security features for leased UTMB facilities to the central UTMB security program. The central UTMB security program is managed by the UTMB police department and is governed by specific security protocols that all persons granted secured access to the facility are required to follow. Individual facilities converting to the central UTMB security program will be responsible for paying costs associated with the conversion, including the re-coring of locks and reprogramming of electronic access control systems.
- D. This policy establishes a standardized process for the issuance of keys and electronic access badges to landlords and appropriate subcontractors of landlords once locks and/or other access control systems have been converted to the central UTMB security program.
- E. The issuance of keys and access badges to landlords and subcontractors shall adhere to all IHOP Security Policies, including but not limited to, IHOP Policy 08.01.26 (Keying Operations and Access) and 08.02.03 (Identification Badges/Smart Cards).
- F. As with UTMB employees and contractors, keys and access badges may be issued to specific, appropriately vetted, landlords and their subcontractors. Keys and access badges are limited in use to the individual whom they were issued.. In no case may keys or access badges be shared or loaned to another person.

III. Procedures

- A. When subcontractor access to a leased UTMB facility is determined by the individual facility KCO to be necessary, the assigned KCO will advise the landlord of the process for obtaining subcontractor access.

- B. The KCO will provide the landlord with a UTMB [Security Clearance Form](#) for each subcontractor requesting facility access. In accordance with the instructions on the Security Clearance Form, each subcontractor representative seeking access must undergo a criminal history check as well as a urine drug test. The results of the criminal history check and drug test will be documented within Exhibit A of the UTMB Security Clearance Form and then forwarded to Human Resources (HR) for review and approval.
- C. Once approved by HR, the KCO will submit a request for the appropriate key or access badge to the UTMB police department’s badge/key office. Once issued, the subcontractor will be required to pick-up and sign-for the issued key and/or badge at one of the UTMB police department’s two badge/key office locations (Galveston or League City Campus).
- D. UTMB facility keys and access badges remain state property. They may be rescinded at any time and must be immediately surrendered to the KCO, HR, or UTMB police department upon request or when the subcontractor is no longer employed by the landlord to provide services to the UTMB leased facility. Lost or stolen UTMB keys or access badges must be immediately reported to UTMB police.

IV. Related UTMB Policies and Procedures

- [IHOP – 09.07.02 – Vendor Management Policy](#)
- [IHOP – 08.02.05 – Security Management](#)
- [IHOP – 08.01.26 – Keying Operations and Access](#)

V. Additional References:

- [UTMB Badge Office Website](#)
- [UTMB Credentials list](#)
- [UTMB Non-UTMB Non-Disclosure Form](#)
- [UTMB Security Clearance](#)

VI. Dates Approved or Amended

<i>Originated: 04/14/2021</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

VII. Contact Information

UTMB Police Department – Badge Office
 Galveston: On Campus: 2-0657, Off Campus: (409) 772-0657
 League City Campus/Clear Lake Campus: (832) 505-0081