

A. Keys

- 1) Sul Ross State University maintains a centralized key and lock system to enhance the control and security of property of the State of Texas.
- 2) System control is assigned to the University Department of Public Safety (hereinafter referred to as UDPS). The keys, key blanks, and the key cutting machines are housed in the UDPS.
 - a) All requests for keys are to be directed to the UDPS using the Key Request Form. (*see Appendix A*) This form may be obtained on the UDPS web site <http://www.sulross.edu/page/771/access-campus-facilities>
 - b) No employee, student, private individual or firm is authorized to perform any lock and/or key service without the prior written approval of UDPS.
 - c) Individual room keys for University housing are controlled by the Office of Residential Living (see Residential Living Policy for specific provisions).
- 3) Departmental Responsibility
 - a) The Department Chair is responsible for:
 - 1) ensuring that the number of keys issued for his/her departmental employees meets departmental needs, and
 - 2) retrieving keys from departmental personnel who have separated from Sul Ross State University without returning their keys.
 - b) Keys that have not been turned in will be considered lost keys and the individual will be charged for the keys as agreed to on the Key Request Form.
- 4) Employee/Student Responsibility

Each employee or student who is issued a key by the University is responsible for the safekeeping of the key and is required to sign an Acknowledgment of responsibility on the Key Request Form prior to issuance of the key.

- a) Employee - Any employee who ceases employment shall return all keys issued or obtained from the University as part of the University's checkout procedures.
- b) Student – Any student who ceases enrollment shall return all keys, whether issued by UDPS or Residential Living, to the appropriate office. Failure to comply with this provision will result in a hold being placed on the student's records and assessment of key charges as agreed to on the Key Request Form.

5) UDPS Key Service Records of Assigned/Returned Keys

Records of assigned keys are maintained in UDPS. The records include the person's name, key number, date the key was issued and/or returned and the signature of the person to whom the key is assigned.

6) Leasing Entities

- a) External agencies contracting with Sul Ross State University for space requiring the issuance of keys must adhere to the university policies concerning keys with the exception of: assignment of keys. The leasing entity will designate an employee who will be responsible for the keys and key assignments to leased rooms, suites, and buildings. These sets will generally not include sub-master or masters.
- b) The agency designee will contact UDPS about the specific key/card security issues unique to each entity. The designee will sign an Acknowledgement of Responsibility form. The designee must report all broken, lost or stolen keys or any other key situation directly to the UDPS.
- c) At the termination of the lease, the designee will be responsible for collecting all keys issued to the agency and returning them to UDPS. If the agency designee is separated from employment prior to termination of the lease, an agency lease contact shall notify UDPS in writing of the change. The new agency designee will need to sign an Acknowledgment of Responsibility on the Key Request Form. UDPS records will be updated to reflect the changes.

7) Standard Key Request

- a) The completed Key Request Form is to be submitted to UDPS. The Key Request form requires the signature of the department head and the person receiving the key.
- b) Keys will be issued as soon as possible but requests may take up to three (3) business days. *(See Appendix A)* This form may be obtained on UDPS website:
<http://www.sulross.edu/pages/677.asp>

8) Master/Sub-Master Key Request

Master, sub-master or master security card access requires written approval of the appropriate Executive Committee member. It is the requesting department's responsibility to include the appropriate Executive Committee member's signature indicating approval prior to submitting to UDPS.

9) Request for Key Duplication

All requests for key(s) must be made to the UDPS on the approved Key Request form. Keys issued by UDPS **shall not** be duplicated at any other location or entity other than UDPS.

10) Replacing a Lost Key

If a key is lost, the following fee will be charged to the responsible party as agreed to on the Key Request form: Single Door Key, \$25; Sub-Master Key, \$50; Master Key, \$100.

11) Lock Repair Request

- a) Requests for lock repair should be submitted to the Physical Plant work order form. The Physical Plant will coordinate the repairs with UDPS.
- b) Charges for lock repair will normally be charged to the appropriate building maintenance account. However, in cases of intentional damage, charges may be made to the responsible individual. This will be determined on a case by case basis.

B. Card Access System

1) The following offices have administrative responsibilities for the ID Client and Identocard Access software and are authorized to make updates, deletions, additions, and provide technical support for Sul Ross State University.

- a) The University Department of Public Safety will be responsible for programming access for University personnel and archival of video files. The procedures for securing card entry access will parallel existing procedures for key requests.
- b) Residential Living is responsible for programming access for Residential Living staff and residential students.
- c) Office of Information Technology will be responsible for the server administration, software, and maintenance. O.I.T. serves as the primary liaison to the contracted vendor (currently SD Technologies) in the event maintenance on the system needs to be performed and cannot first be performed by O.I.T. staff.

2) Residential Living Facilities:

- a) Exit or Entrance doors equipped with access readers in Mountainside and Fletcher, will be locked at all times. The main lobby door at Mountainside, next to Residential Living Office, will be unlocked during regular business hours, 8am-5pm Monday-Friday to provide access to the Residential Living Office. The Residential Living Director will determine exceptions on an as needed basis, i.e. move-in times.
- b) Authorized individuals including University faculty, staff, residential students, and approved contractors, will be provided access for specific doors by wing, by building, certain time frames, and a pre-set expiration date. University staff or contractors needing master access must have written approval signed by the appropriate Executive Committee member.

- c) Residents will be provided card access to the lobby areas of their residence hall and to the specific residential area (wing) where they live. ID card access for students residing in the residence halls will expire at the end of each semester. At the beginning of the semester, ID cards will be programmed when a resident contacts Residential Living to renew or receive their room assignment and activated when they check-in for the new term.
 - 1) Fletcher residents will have full access to the building.
 - 2) Mountainside north residents will have access to Mountainside lobby areas and the north wing. South side residents will have access to the lobby areas of Mountainside and the south wing.
- d) UDPS should be contacted if issues on nights/weekends/holidays relate to access doors and cameras. Situations may include access doors not securing, power outage to a door, emergency personnel needing access, etc. Failure to gain entry by students, staff, and guests during these time frames due to lost cards, inactive card, etc., will require they contact Residential Living for resolution.
- e) Physical Plant staff will be provided access with approval from the Director of Physical Plant. The Director of the Physical Plant will provide UDPS with the appropriate request. In the event of emergency or other irregular circumstances, an authorized Physical Plant supervisor may provide approval for access as necessary to other Physical Plant personnel.
 - 1) On-call staff: shall have access at all times. A list of on-call staff will be provided to UDPS and will be verified by the Director of the Physical Plant on a weekly basis.
 - 2) Using another person's ID card is prohibited.
 - 3) Custodians: will be given access to their area of responsibility. In case of illness/absence, the replacement custodian will be given temporary access for the time period necessary to the specific area. Fletcher: approved Physical Plant staff will be provided access Monday-Friday, during their normal scheduled duty hours.
 - 4) Physical Plant staff can obtain room keys in Mountainside at the Residential Living Office. When applicable an escort will be provided.
 - 5) Contractors: will be accompanied by an appropriate Residential Living or Physical plant supervisor and/or designee in order to be allowed access. In the event of an emergency or irregular circumstance and a contractor requests access to a secured area, the contractor will be accompanied by a member of the Residential Living staff or on-call Physical Plant staff member.
- f) An alphanumeric pager will be provided to on-call residence hall staff members to monitor and be alerted that a secured door has been propped open. Staff members will promptly respond to pages. During holidays when the halls are closed, a pager will be provided to UDPS for the duration of the closing in order to monitor doors.

g) At no time is it permissible to:

- 1) prop open doors unless approval is granted by the Office of Residential Living (such as for moving or maintenance),
- 2) use another individual's card for access,
- 3) loan an ID card to someone to provide them access, or
- 4) tamper or damage the security equipment (cameras, access readers, etc.).
Violators will be subject to the appropriate disciplinary review procedures as set forth in disciplinary policies for students, faculty, or staff.

h) As soon as possible, the offices of the Registrar and Human Resources should notify the Director of Residential Living and UDPS in writing, when a student or University staff member is no longer permitted access to a secured area due to resignation or termination of employment, withdrawal from school, moving out of the residence hall, security problems, or disciplinary action. Emergency situations may require immediate communication to address security issues.

i) An exterior on-campus phone will be maintained in good working order, by the front door of Mountainside and Fletcher, providing guests a means to contact a resident in the building or the residential living office for access to the facility. Students, faculty and/or staff who allow another person access, is responsible for that person's behavior until they exit the building.

j) Card Access programming for holidays, summers, and at all other times the dorms are closed will be programmed by the Director of Residential Living. Special holiday housing will be arranged through the Residential Living Office. Residential Living will notify UDPS when housing facilities are occupied during these periods.

3) Non-Residential Facilities:

a) The University Department of Public Safety will be responsible for programming hours of operation, special holiday closures, and card access for University personnel, students, contractors (and their employees), and employees of entities leasing non-residential University facilities equipped with card access systems. The procedures for obtaining card access entry will parallel existing procedures for key requests. Master or Sub-Master access is not available.

b) Access doors to suites will be controlled by the department occupying the suite.

c) UDPS will be contacted at 432-837-8100 if issues arise on nights/weekends/holidays that relate to access doors. Situations may include access doors not securing, power outages, emergency personnel needing access, etc. Failure to gain entry due to lost cards, inactive card, etc. will be addressed during normal business hours at UDPS.

d) Physical Plant will follow the same guidelines as outlined in Residential Living section.

- e) At no time is it permissible to:
- 1) prop doors open,
 - 2) use another's card for access,
 - 3) loan an ID card to another to provide them access, or
 - 4) tamper or damage the security equipment (access readers, software, systems, etc).
Violators will be subject to the appropriate disciplinary review procedures as set forth in disciplinary policies for students, faculty, or staff.
- f) As soon as possible, the offices Human Resources, Registrar, contractors, or leasing entity should notify UDPS in writing, when a student, University staff, or employee of their organization is no longer permitted access to a secured area due to resignation or termination of employment, withdrawal from school, security problems, etc. Emergency situations may require immediate communication to address security issues.

Appendix A

Sul Ross State University
Key Request Form

Date: _____ Dept: _____ Acct # to be billed: _____

Key(s) to be Issued to: Name: _____ ID/Social Security # _____

Faculty/Staff _____ Student _____ Part time _____ Temporary _____ Replace lost key _____

Key Requested: _____ Key is for: _____ How many? _____
This is the # on the key ex: AAA1 Building and Room #

Key Requested: _____ Key is for: _____ How many? _____
This is the # on the key ex: AAA1 Building and Room #

Key Requested: _____ Key is for: _____ How many? _____
This is the # on the key ex: AAA1 Building and Room #

Key Requested: _____ Key is for: _____ How many? _____
This is the # on the key ex: AAA1 Building and Room #

Department Head/Chair Signature: _____

Master/Sub-Master Key
Justification for key requested: _____
Executive Committee Member Signature: _____

Acknowledgment of Responsibility

I _____, acknowledge that I am accepting full responsibility for all keys that I sign out from the UDPS. My responsibilities include but are not limited to:

1. Using the key(s) to access State property for the purpose of business only.
2. Safe guarding the key(s) from loss, theft and damage.
3. Reporting to the UDPS immediately any lost, stolen or damaged key(s).
4. Reporting to the UDPS immediately any defect in the key(s) or locking mechanism.
5. Understanding that the key(s) are issued to me personally and are not transferable to another faculty/staff/student or any other persons.
6. Understanding that I am not under any circumstances to make duplicate key(s).
7. Accepting full financial responsibility for repair or replacement of lost, stolen or damaged key(s) and I **authorize payroll deduction for fees as listed in the Administrative Policy Manual.**
8. Upon separation from SRSU, I will personally return the key(s) to UDPS.

Signature Date

Printed Name ID/SSAN

PLEASE ALLOW THREE BUSINESS DAYS FOR REQUEST TO BE FILLED.

U.D.P.S USE ONLY

How many keys were cut? _____ Charges to Department \$ _____
Date order rcvd: _____ Date order filled: _____ Date contacted to p.u. key: _____