Key Issue and Control Policy

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General Description

Policy Summary:

Trinity University provides guidance on key control for Trinity University buildings and properties owned and operated by the University.

Purpose:

This policy aims to provide employees with the use of keys on campus and usage of buildings.

Scope:

This policy applies to all Trinity University faculty, staff and students.

Exceptions:

The applicable Vice President must approve exceptions to this policy in consultation with the Trinity University Police Department.

Policy Content

Summary

Regular business hours for Trinity University are 8:00 a.m. to 5:00 p.m., Monday through Friday.

NON-ACADEMIC BUILDINGS

Generally, all buildings housing business offices shall be locked at all times beyond regular business hours for the University in order to protect the contents within the building and maintain the building's security. All buildings shall be locked in order to maintain the security of both the buildings and their contents. A waiver may be issued by the Vice President responsible for a particular building for different operating hours.

ACADEMIC BUILDINGS

However, Academic buildings may be accessed seven days a week to serve students and university needs. A When academic buildings have been secured, access may be permitted by a University Police Officer upon presentation of proper Trinity identification and a stated reason for access to the building. Except for classrooms, all interior doors to all University buildings will be locked by housekeeping personnel upon completion of cleaning operations of each room.

Nonacademic activities hosted in academic buildings and sponsored by University departments/groups must have prior approval from the appropriate facility coordinator for the area(s) to be used. Each department/group is responsible for coordinating through T-space for the opening/closing of door(s) to the area(s) they will use for their activity.

CAMPUS ACTIVITIES SPONSORED BY NON -TRINITY ORGANIZATIONS

The scheduling of off-campus sponsored activities is the responsibility of the Conferences and Special Programs Office Each area for off-campus sponsored activities must be reserved with the appropriate facility coordinator. Tiger Card Office and/or University Police personnel will ensure designated areas are open for off-campus sponsored activities only subsequent to receiving notification from the Conferences and Special Programs Office.

CLASSROOM SCHEDULING

The Registrar's Office and others are responsible for scheduling classroom usage. Tiger Card Office and/or University Police personnel will ensure designated doors are open for special activities involving classrooms only subsequent to receiving notification from the Registrar's Office or other schedulers.

Prior approval must be obtained from the appropriate department chair for activities scheduled in lab areas. The appropriate department chair or their designee is responsible for opening/closing doors and ensuring adequate supervision.

Keys to academic buildings or classrooms shall not be issued to students. For students needing after-hours access to university buildings, a memorandum should be sent through the appropriate chair to the Tiger Card Office listing those students who are to have access and into what rooms.

Special assignment of keys/card access, where required (such as contractors, housekeeping, food services), may be authorized by the Director of Facilities Services.

ISSUANCE OF KEY/CARD ACCESS TO UNIVERSITY EMPLOYEES

Employees may be issued keys/card access to University buildings upon written approval of the appropriate Vice President, Academic Dean, or department chair/director in accordance with university procedures.

a. Keys/card access are issued for entry to University buildings for the purpose of conducting University business only.
b. An authorized employee entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the locked hours. An authorized employee may have guests so long as the guests stay in the proximity of the employee having the assigned key/card access and the authorized employee assumes full responsibility for their presence.
c. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to University property resulting from failure to do so.
d. Employees shall exercise reasonable precautions to keep University keys safe. An employee shall not permit any unauthorized personnel (including, but not limited to, non-University employees) to use their keys.
e. An employee may not duplicate any University key without express prior written consent from the Director of Facilities Services.

Individuals transferring to another department or building may be issued new keys/card access upon the new department chair/director's written approval per the above.

All keys/card access issued remain the property of the University and shall be returned/terminated under the following conditions:

a. For all employees:
    1. Upon transfer to another department or building.
    2. Upon termination of employment.
    3. Upon request of the department chair/director.
    4. Upon being granted a leave of absence without pay for a period of 30 or more calendar days; however, employees granted such leaves may retain their keys/card access if they are authorized to have access to the building and/or office during the leave.
b. For all individuals:
    1. At the request of University Police personnel.
    2. At the request of personnel authorized to manage or audit this policy.

It is the responsibility of the appropriate department chair/director or designee to ensure that all keys are returned under the provisions above.

In no case is a key to be transferred from one individual to another or to be obtained from any other source than from the Facilities Services Office. When any transfer or duplication of a key is made or used without University consent, the key shall be recovered and the individual(s) involved reported to the administrative head or superior officer for appropriate action.

Regulations

Keys to cabinets, lockers, and drawers within buildings or to dormitory rooms are not covered under provisions of this policy. Facilities Services will furnish these keys upon request by the director of the facility. The issue, control, and recovery of these keys are the responsibilities of the director of the facility.

Key issuances are authorized by the department chair/director, subject to such policy guidance as may be issued by the divisional dean/administrative head.

The types and number of keys issued will be limited to the minimum required by regular work assignments.

a. The permanent issuance of building master keys will be limited to the president, vice presidents, and those service departments needing access to the facility.
b. The permanent issuance of building submaster keys will be limited to departmental chairs.
c. Two or more keys may be issued to those requiring access to several rooms throughout the entire building.

Procedures for the issuance and return of keys may be altered by the Director of Facilities Services as required to meet work requirements throughout the campus.

The loss or theft of any key is to be reported immediately to the Facilities Services Office at 210-999-8413 or via email at service-request@trinity.edu

Lost keys turned in to a department will be forwarded immediately to either the Facilities Services Office or the Trinity University Police Department.

Requests for keys are to be submitted through Asset Essentials.

Keys must be obtained in person from the Facilities Services Office

Masters and sub-masters must be picked up by the employees to whom the keys will be issued.

Departments are responsible for adhering to the following key collection procedure. Departments collecting keys will transfer them to the Facilities Services Office. Note: Departments failing to deliver keys to the Facilities Services Office expeditiously will cause a delay in the release of a terminating employee's final paycheck.

Before the end of each academic semester, each department may be provided with a list of individuals assigned keys to areas under its jurisdiction. Note: Those lists will aid the department in identifying those keys to be returned by employees having an ending date of appointment as of the end of the semester.

Each department must check and certify the accuracy of an inventory list of keys issued to individuals under its jurisdiction annually.

Keys must be surrendered at the request of any University Police representative or other law enforcement official in the performance of their duty.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	8/1/2023 11:04 AM	Pamela Mota
v1.0	8/16/2019 8:38 AM	Kelleebeth Cantu

Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration