

KEYING SYSTEM

1. Physical Keys

a. Main Campus

All physical interior keys and locks will be under the control of Campus Police. Campus Police will issue keys when written notice is received from the Department Chair for faculty requests and from direct supervisor for staff requests. When keys are issued, those receiving the keys must sign for them. When a key is no longer needed because a person is leaving, changing offices, etc., arrangements must be made to return keys directly to Campus Police.

Requests for grand master keys must be approved by the Vice President, Administrative Services. Requests for building master keys must be approved by the appropriate Division Director. If new faculty or staff need different keys due to departmental changes, the department chair or division director will notify the Campus Police first to ensure the keys are available. This will allow time to make keys if needed and get the keys ready for distribution. It is the responsibility of the Department Chair to have part-time faculty members/staff return their keys to the Campus Police. Some buildings will have area masters where a particular area of a building is used exclusively by one department. These area masters may be issued to those who have a need for them but must have the permission of the appropriate Division Director. Custodians and the Campus Police should not be asked to open offices, etc., for anyone except the person assigned to the space.

When a legitimate reason exists to get into an area for which a person does not have keys, arrangements must be made with the person in charge of that area. Keys to areas for which other people are directly responsible will not be issued from the Campus Police without permission from that person.

Physical/electronic keys are not to be given or loaned to a student or to anyone who is not an employee of the College. Key holders and supervisors who allow this are subject to disciplinary action up to and including discharge. Exceptions to this policy must be made by the Vice President Administrative Services.

Requests for padlocks or any other lock that is not part of the building keying system should be made through the Campus Police.

All duplication of physical keys will be strictly handled through the Campus Police. *Accordingly, no employee will duplicate any College key without explicit authorization from the Campus Police.*

Broken locks, doors, or locks that need changing should be reported to maintenance by work order (e-mail). Once the changes or repairs have been completed, Campus Police will receive the new keys and will make them available for distribution.

Replacing lost physical keys requires a letter from the employee to the Department Chair/Supervisor describing the set of circumstances how the key was lost as soon as the employee is aware the key(s) is/are lost. The Department Chair/Supervisor will then send a written request along with the employee's letter to the Campus Police requesting a new set of keys or possible re-keying of the office. Campus Police will issue new keys only after receiving authorization from the Vice President Administrative Services.

b. Off-Campus Centers

Practices for securing and returning keys will vary according to the specific off-campus location.

2. **Electronic Card Access**

Temple College has completed the installation of a system of electronic card access to all buildings and some interior rooms at main campus and EWCHEC-Hutto. For personnel who require electronic access to a building, the Department Chair/supervisor should notify the ITS Department in writing to obtain a photo ID with appropriate access privileges imbedded into the ID card.

It is the responsibility of the Department Chair/supervisor to notify the ITS Department in writing of any change in status that requires an employee's building access to be modified. When a person's employment at the College comes to an end, Human Resources will notify ITS to terminate all ID card privileges.

Access for part-time employees must be entered into the electronic system with a termination date. Part-time instructor access will be programmed to end with the instructional term unless special approval is granted by the VP Educational Services. Other part-time employees should also be entered with a specific date of termination deemed appropriate by the employee's supervisor and Vice President.