

Original date: September 01, 1991  
Revised: September 01, 2005  
Revised: June 01, 2013  
Revised: October 1, 2015  
Revised: July 30, 2018

## WEST TEXAS A&M UNIVERSITY KEY GUIDELINES

### PURPOSE:

To state the of the University regarding key issuance, key control, lost/stolen keys and returning of University keys as well as door access provided by Buffalo Gold Card. The objective of this policy is to provide and maintain safety and security for the benefit of the University community.

### GENERAL:

All keys issued must be protected and secured with the same considerations as any other **expensive state property**. Stringent key control accomplishes this. Careful consideration should be given to every key requested. **KEYS ARE UNIVERSITY PROPERTY and are NOT PERSONAL PROPERTY.**

### SYSTEM CONTROL:

All master key systems, locks, keys, Buffalo Gold Card, and records are under the direction of the Vice President for Business and Finance. No lock, including padlocks, will be installed, changed or altered by any personnel other than the University locksmith. The Lock Shop will remove unauthorized locks immediately. **All corrections or repairs will be at the cost of the departments/contractors.** The University locking system is a very complex group of locks that provide security for state property, and protection of our student housing. To maintain this security we must have the cooperation of every student, faculty, staff and contractor associated with the University.

The Lock Shop and departments/contractors continue to refine the keying system to reduce/eliminate the number of master and sub master keys issued to improve campus security and reduce the liability and cost associated with a loss of a master or sub master key.

### KEY REQUEST:

The department head or his designate must initiate request for key issuance. Each **"WTAMU Key Request"** (see last page) should be filled out completely and signed by the appropriate individuals. **Rubber stamps, scanned signatures, and pre-signed key requests are not acceptable.** It is the responsibility of each department head to monitor and control all keys issued. All key requests must be presented at the University Police Department/Lock Shop, where the requests will be processed and the requested keys prepared. Keys will be issued within twenty-four hours of the receipt of the request. Due to the nature of facility maintenance, key requests made by SSC will be completed same day. **Key requests require printed name and a written signature of the individual requesting the keys along with building name and room number.** All key requests are kept on file and proper data entered into the computer. There will be no charge for the first key issued. The Lock Shop will send an email when the requested keys are ready to be picked up. **Keys not picked up within 7 days will be restocked and a new key request must be submitted. Keys are to be picked up only by requestor, and requestor must have a valid picture ID (Buff Gold Card, Driver License).**

Key requests may not be made for any area, building or department that is under the supervision of another department head.

### KEY RETURN:

The employee/student being issued the keys is responsible for assuring the keys are returned at termination, end of semester, graduation, etc. All keys, except resident hall room keys, will be returned to the **UPD Lock Shop**. Returning keys to faculty, department head, secretary, or other persons will not clear a key record. When an individual ends his/her employment with West Texas A&M University all keys must be returned to the **UPD Lock Shop**.

**A HOLD will be placed on the requestor's student diploma, grades and/or transcripts if all keys are not returned at the end of each school year, graduation, transfer or the end of employment.**

All key holders must return all keys before proper clearance may be granted. **The University will use all means available to collect/charge for lost, stolen, or unreturned key(s).** A receipt indicating payment for lost keys must be presented at the time of termination and clearance.

**KEYWATCHER:**

The KeyWatcher system will record an access history of each key and user. Requestors needing KeyWatcher access will be given a user#, pin#, and access to fob #'s (KEYS). **All KeyWatcher users MUST return keys to the KeyWatcher EACH DAY.** Users abusing the daily return rule will be subject to removal from the KeyWatcher system. Controlling keys is a big part of controlling security. The KeyWatcher offers immediate access and total accountability.

**LOST / STOLEN KEYS:**

Keys are issued to a specific person and that person is responsible and personally held accountable for the use/misuse, theft of that key, or loss of that key.

All lost/stolen keys must be reported within 24 hours to the appropriate authorities, Lock Shop and UPD. Information given should include: where key was lost/stolen, date the key was lost/stolen, key number and room the key opened. All payments for lost/stolen keys will be made at the Business Office located in the Old Main Building. The dollar amount for lost/stolen key replacement varies, depending on the level of your key. A payment receipt for lost/stolen keys; a new key request and the letter approved by the appropriate department head should be brought to the UPD Lock Shop office for processing.

**PAYMENT SCHEDULE:**

The cost to replace the key cylinder depends on the number of keys and doors involved. The number of keys also includes all employees that have the same access to that door. The cost per cylinder is \$65 per lock/door. The department/contractor authorizing the issuing of the keys will be responsible for all costs when a key is not returned.

**BUFFALO GOLD CARD ACCESS SYSTEM:**

The Office of Residential Living, Gold Card office and the UPD Lock Shop control buildings that use the Buffalo Gold Card System as a means of access. When departments use Buffalo Card Access for certain areas this form must be used to provide such access and the department is responsible for notifying the UPD Lock Shop when access is to be removed.

**POLICY RESPONSIBILITY:**

Any questions concerning this policy should be directed to the Lock Shop Manager for clarification.

Reviewed and Approved:

  
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Randy Rikel  
Vice President for  
Business and Finance

8/29/13  
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Date