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| Policies of the University of North Texas | Chapter 11 |
| 11.005 Access Control | Facilities and Real Estate |

Policy Statement. The University of North Texas (UNT) is committed to providing a secure campus for students, faculty, staff, and visitors, as well as enhanced security for real and personal property through controlled distribution of keys and electronic access.

Application of Policy. Faculty, staff, students, and visitors to the UNT campus. This policy applies to all UNT facilities except residence halls and sorority houses (see section VII. G.).

Definitions.

1. **Key Authorizers.** “Key authorizers” means individuals given authority to approve key requests and electronic access. Key authorizers will be appointed by the Chancellor, the President, any Vice-President, Dean or the Associate Vice President for Facilities (AVPF).
2. **Facilities Access Control Office.** “Facilities access control office” or “FACO” means the UNT Facilities office responsible for issuing keys and/or enabling access to University facilities through electronic means.
3. **Key Holder.** “Key holder” means anyone to whom a key(s) or electronic access device to a University building has been issued.

Procedures and Responsibilities.

Keys and electronic access devices shall be issued only to Key Holders who have a verifiable need to lock or unlock buildings, interior doors, gates, etc., and have been approved to receive a key or an electronic access device after completion of a key request approved by their Key Authorizer. Issued keys and electronic access devices are state property, entrusted to a Key Holder solely for use in the conduct of official University business or to serve a need of the University. Key Holders are required to return key(s) to the FACO when no longer needed and to notify the FACO when electronic access devices are no longer needed.

Responsible Party: Key Holders

- I. **Authority.** Control over keys and electronic access devices is established through joint efforts of the AVPF, Key Authorizers, Key Holders and the FACO.

Responsible Parties: AVPF, Key Authorizers, Key Holders, FACO

- II. **Key Holder Responsibilities.**

1. Key Holders are expressly forbidden from exchanging, duplicating, or loaning issued keys or electronic access devices to anyone, or to accept custody of another Key Holder's keys or electronic access devices.
2. Key holders must take reasonable measures to protect issued keys and electronic access devices from theft, loss, or unauthorized use, and report loss to FACO immediately.

Failure to comply with these requirements may be construed as theft of state property and compromises campus security. Violations of this policy may be grounds for disciplinary action, loss of access privileges, and possible legal action.

Responsible Party: Key Holders

III. FACO Responsibilities.

1. The FACO is responsible for a UNT Facilities Standard Operating Procedure which details process and methods for obtaining and managing keys.
2. The FACO is responsible for reviewing and approving key requests.
3. The FACO is responsible for cutting, tracking, and issuing all keys used to access University facilities.
4. The FACO is responsible for programming and enabling electronic access devices to University facilities.
5. The FACO is responsible for accepting returned keys and for disabling electronic access devices when no longer needed.
6. The FACO is responsible for maintaining accurate records related to key and electronic access device issuance and the return of keys and disabling of electronic access devices.
7. At the determination of the Vice President for Finance and Administration, costs incurred for re-keying a facility, issuing new keys, updating the key database, etc., may be assigned to the Key Holder's department.
8. When an employee fails to return issued key(s) after vacating a space or termination of employment, FACO will conduct a risk assessment to determine whether re-keying doors and/or locks is required to restore security, and will notify the AVPF for consultation with OGC, Police, and HR.

Responsible Parties: FACO, Senior Vice President for Finance and Administration, AVPF

IV. Key Authorizer Role and Responsibilities.

1. The Key Authorization process is detailed in the UNT Facilities Standard Operating Procedures document.

2. Deans or others identified with delegation authority in Section 1 above will make appointments on the "Addition or Revision of Authorizer" form found in the Resources section on the Facilities website .
3. The Key Authorizer for a facility will validate key requests to ensure key issuance properly supports a department and does not grant access or greater level of access than the key holder needs to perform their duties
4. Key Authorizers will maintain a list of key holders and make the list available for random audit by the FACO.
5. FACO will give advance notice prior to audit commencement. The primary purpose of an audit is to determine if departmental records are accurate and in agreement with records maintained by FACO, to ensure all keys issued to departmental personnel can be accounted for, and adherence to this policy. Significant violation of this policy shall be reported to the AVP Facilities for appropriate action.

Responsible Parties: FACO, Key Authorizers

- V. Temporary Key and Electronic Access Device Issuance. Keys and electronic access device may be issued by FACO to contractors, vendors, and UNT employees on a temporary basis as needed in order to conduct University business or to meet a need of the University, with a properly completed and authorized temporary key request form. FACO may revoke temporary access at any time.

Responsible Party: FACO

VI. Other Responsibilities related to Access Control.

- A. Only the Chancellor, the President, the Vice-President for Finance and Administration, or the AVPF or his designee, may authorize *Grand Master* keys for UNT facilities.
- B. Only one designated Key Authorizer may authorize *Building Master* keys. When multiple organizations occupy space within a single building, the Key Authorizer for the building will be appointed from the organization occupying the greatest space within the building. This person may be the building representative or someone from the representative's department. Any conflict in establishing a Key Authorizer will be settled by the AVPF, whose decision shall be final.
- C. Only the AVPF or Directors reporting to the AVPF may give authorization for keys to mechanical rooms and custodial closets.
- D. Removing a lock from the grand master keying system requires written approval from the AVPF.
- E. Due to security, any deviation from this policy will require submission of a deviation request submitted by a Dean or other appointer identified in Section 1. Definitions. Deviation will be considered for approval by the AVPF.

- F. Desks and filing cabinet keys are not covered under this policy unless they are keyed to the University System. University System keys may be ordered by submission of a work order to Facilities at www.facilities.unt.edu.
- G. Keys and electronic access devices issued to occupants of Resident Halls will be issued following Standard Housing Operational Procedures for issuing keys and electronic access devices and is coordinated with the Associate Vice President for Auxiliary Services.

Responsible Parties: Chancellor, President, Deans, Vice President for Finance and Administration, AVPF, Directors reporting to the AVPF, Key Authorizers, FACO

References and Cross-references.

www.facilities.unt.edu

Forms and Tools.

UNT Facilities Access Control SOP

Approved: 8/1/1992

Effective:

Revised: 8/94; 4/99; 7/03; 11/05 6/2011 format only, 10/2019