WEST TEXAS A&M UNIVERSITY
GENERAL KEY POLICY

PURPOSE:

To state the policy of the University regarding key issuance, key control, lost 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 are to be considered as any other state property and should be protected with the same considerations. The University key system must be protected as any other expensive state property. Stringent key control accomplishes this. Careful consideration should be given to every key requested.

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 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. Key requests not picked up within 30 days will be restocked and a new key request must be submitted. Keys are to be picked up only by requestor.

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/contractor 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. Giving keys to faculty, department head, secretary, or other persons will not clear a key
When an individual ends his/her employment with West Texas A&M University all keys must be returned to the UPD/Lock Shop.

Student diplomas, grades and/or transcripts will be held 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 or unreturned key(s). A receipt indicating payment for lost keys must be presented at the time of termination and clearance.

LOST KEYS:

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

All lost keys must be reported within 24 hours to the appropriate authorities, Lock Shop and UPD. Information given should include: where key was lost, date the key was lost, key number and room the key opened. All payments for lost keys will be made at the Business Office located in the Old Main Building. The dollar amount for lost key replacement varies, depending on the level of your key. A payment receipt for lost 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 $25 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 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:

Gary Barnes
Vice President for
Business and Finance