

**UT Health Science Center:
ADM0004-H ID Card/Card Reader System and Key Control**

No./Title: ID CARD/CARD READER SYSTEM AND KEY CONTROL	Resp. Offices: CAMPUS POLICE/FACILITIES	Effective Date: 01/01/1981
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NOTE

All individuals associated with the University of Tennessee Health Science Center, are required to wear a UT ID card in a visible fashion and must present it upon request of UT police officers, faculty or staff. This requirement became effective in January 1991. Key control is absolutely essential in providing adequate security for UT Health Science Center facilities and activities. All personnel who are entrusted with keys must closely adhere to the policies and procedures outlined in this document.

GENERAL

1. This document outlines policies and procedures governing ID cards and the Card Reader System as well as UT building keys and the Key Control Program. Sample forms for use in implementing these policies and procedures are attached.
2. The Chief of Campus Police will have the principal responsibility for administering the Identification Card/Card Reader System and the Director of Facilities will have the principal responsibility for administering key control for the UT Health Science Center campus, and shall be available for consultation and advice in resolving security related questions. Only the Chancellor or his designee can overrule Campus Police and the Director of Facilities in matters of Identification Cards/Card Reader System and Key Control.
3. The Identification Card and keys issued by Campus Police to faculty and staff is for their official use on the UT Health Science Center campus. The Identification Card and all building keys remain the property of the University and must be returned to Campus Police and Facilities Administration upon termination or transfer, etc. Failure to return the ID and keys will subject the individual to penalties and restrictions outlined elsewhere in this document.
4. Students, upon graduation, may retain their ID cards, ONLY IF the graduation date on the card is the correct expiration date. Students, upon withdrawal, must return their ID cards. Failure to return ID cards will result in penalties and restrictions outlined elsewhere in this document.

5. Vice chancellors, deans, chairpersons, department heads and directors having approval authority for issuance of card reader ID cards and keys will insure that proper controls and safeguards are maintained to protect the integrity of the Security Card Reader Access System and security of UT Health Science Center facilities and activities. They will likewise insure that card reader access authorization and key authorizations are limited to those individuals within their activity who have an official need.

IDENTIFICATION CARD

1. All UT faculty, students, staff (exempt and non-exempt employees) will be issued an identification card by Campus Police.
2. UT Medical Group (UTMG) personnel will be issued ID cards based upon request, signed by UTMG Department of Human Resources. ID cards issued to UTMG personnel will be in accordance with the policies and procedures outlined herein and on a cost reimbursement basis.
3. Identification Card/Card Reader Applications (Attachment A) will be initiated and processed as outlined below:
 - a. For other academic personnel not processed through Personnel Services, the academic department will provide Campus Police a copy of the appointment letter or written verification of appointment. The completed application is forwarded to Campus Police for issue of the ID card. Applications for residents and fellows are completed by the respective dean's office at the time of appointment. The completed application is forwarded to Campus Police for issue of the ID card. The Student Life Office issues applications for new or special students at the time of registration. For visitors who will be on Campus several days and who will not be accompanied by University personnel (auditors, site visitors, etc.), the host unit will provide to Campus Police in writing details of the visit and will schedule issuance of ID(s).
 - b. Card reader access will be issued to those individuals who require access to card reader equipped buildings and areas after normal operating hours while buildings are secured. The card reader access request is a part of the application form referred to in 3.a. above. The card reader access requirement must be cleared by signature with the of the space or building involved before the application for the ID card is sent to Campus Police for the card to be issued.

4. Lost ID's will be replaced at a cost of \$12.00 each.
5. Stolen cards may be replaced at no cost with the presentation of a copy of the police report. Other stolen ID's may be replaced at a cost of twelve dollars (\$12.00). After an initial ID card has been provided, a replacement ID card may be obtained at no cost to the holder if there is a change in name, department or title or if the card has become worn or broken through no fault of the holder.
6. There will be a charge of twelve dollars (\$12.00) for ID cards not returned upon termination. Departments must initiate an Exit Clearance Form for all employees terminating and ID cards must be returned to Campus Police before the final paycheck is released.
7. Student ID's must be returned upon withdrawal. A charge of twelve (\$12.00) dollars will be levied upon failure to return ID. Transcripts will be withheld until the fee is paid. Students may retain ID cards upon graduation if the expiration date is correct on the ID card.
8. Faculty, staff and students clearing the campus in advance of their termination, graduation, etc., date and upon request to Campus Police will be issued a temporary ID card covering the remainder of their official stay on campus.
9. When an employee begins leave without pay for a period of four months or less, at the discretion of the department head, identification cards normally relinquished at the onset of the leave, may remain in the custody of the department head and be reassigned to the employee upon return to active status. In such instances, the department head will make an appropriate notation on the Exit Clearance Form as it is processed.

CARD READER SYSTEM

1. Vice Chancellors, deans, chairpersons, independent department heads and directors (includes equivalent level within UTMG) will have authority to approve requests for card reader access for buildings and areas under their immediate control and may delegate this authority to one other individual to act in their behalf.
2. Individual users of the card reader system are charged with insuring that the ID card entrusted to them is safeguarded at all times. Persons loaning or otherwise misusing the card will be subject to disciplinary action.

KEY CONTROL

1. Keys will be issued by Facilities Administration based upon receipt of a properly completed Key Order Form. Key requests must be submitted through Archibus with a properly authorized Key Request Form attached. Key Request Forms are available on the UTHSC Facilities website under Key Control. The following policies and procedures apply in initiating and processing Key Order Forms.
2. Individual users of the card reader system are charged with insuring that the ID card entrusted to them is safeguarded at all times. Persons loaning or otherwise misusing the card will be subject to disciplinary action.
 - a. An official "need to enter" on a recurring basis will be the basis for evaluating all key requests.
 - b. There will be one key per key order. Multiple keys will not be issued in the name of one individual for the purpose of passing them out to other individuals. Persons signing out keys will be responsible for all keys signed out in his/her name.
 - c. Authorization to sign key requests is limited to vice chancellors, deans, independent department heads, department chairpersons, directors, or their designees. The delegation of this authority is limited to personnel under the direct budget and operational control of the individual doing the delegating. Designees may sign authorizations for interior door keys only.
 - d. Authority to hold a Grand Master key to all locks of the system will be limited to the Facilities Director, the Chief of Campus Police and the Chancellor or his designee for use in carrying out their specialized official duties.
 - e. Authority to hold a Master key or Sub-master key for all of a building or all of a system segment will be limited to vice chancellors, deans, chairpersons, independent department heads and directors who have an entire building or system segment under their control. This authorization may be extended only to one other authorized delegate.
 - f. Authority to hold Sub-Master keys for parts of a building or parts of a system segment will be limited to the following individuals:
 - i. Chairpersons, department heads, directors, faculty, graduate students, and technicians designated by department heads as requiring special after hours access.
 - ii. Custodial, maintenance and security personnel who have a continuing "need to enter" when occupants are not available to let them in.

- a. Within five (5) work days of the telephone report, the key assignee will render a written report to his/her department head and to the Director of Facilities Administration, outlining circumstances of loss and affirming that if the key is recovered, it will be returned.
 - b. A replacement key will not be issued until the required written report cited above is received and approval is granted to issue a duplicate key.
 - c. It is the department's responsibility to keep records of keys issued to their employees and to see that employees follow proper procedures in returning keys to Facilities Administration upon termination or transfer.
6. Normally, all keys and lock cores should be changed, or at least evaluated for change, at intervals not exceeding five years. Condition of keys and cores, number of lost keys, current and planned use of space, security problems and current and future security needs are some of the more important factors to be considered in deciding when keys and cores should be changed. Movement of a department into space previously occupied by another activity usually justifies changing keys and lock cores at the time the move is made.
7. Lock change requests will be directed to Facilities Administration, outlining the building, space and doors where changes are desired, reasons for change.
8. When a higher degree of security for funds, drugs, records, etc., is needed Facilities Administration will be notified and assistance will be provided in determining the level of security needed. Proper forms authorizing entry to these areas must be completed, and it is imperative that the number of keys issued be restricted to the absolute minimum essential to the operation.

*This policy statement supersedes and incorporates Policy 2.170, Key Control Policy.