I. PURPOSE

To ensure a safe and secure campus environment through the orderly issuance and tracking of keys given to University employees.

II. PROCEDURE

1. The University will issue building and room keys to faculty, staff, resident students, and persons or organizations with contractual or prior arrangements with A&M-Texarkana.
2. All keys are the property of A&M-Texarkana and must be returned upon termination of employment to the University Police Department (UPD).
3. Individuals must be issued the least number of keys at the lowest level in the locking system hierarchy that is necessary to provide the required access.
4. It is the responsibility of UPD to maintain systematic and effective control of all keys for rooms and buildings on campus.
5. The UPD delegates are responsible for issuing and tracking keys and maintaining accurate records. Keys are issued in the strict trust that proper measures will be taken to ensure their safekeeping. Loss of keys can result in great financial loss to A&M-Texarkana and expose A&M-Texarkana community members to unnecessary risk.
6. If an individual loses a key or it is stolen, the individual must immediately report this to UPD at 903-334-6611 or 903-223-3114.
7. Stanley Security has sole proprietorship over maintenance of core, keys, and records.
8. It is a violation of A&M-Texarkana for any individual to duplicate any key issued by A&M-Texarkana.
9. SSC is responsible for maintenance and service of all locks, including periodic replacement and upgrading in order to maintain proper security. However, if it becomes necessary to re-core a building or area within a building because of lost or stolen keys, the employee or student responsible for the lost or stolen key will be charged costs for new cores and issuance of new keys.
10. The Master key box is located in UPD’s Security office. This box is locked at all times and the following individuals have access:
   • Chief of Police
   • Police Sergeant
• Key Clerk

III. ISSUANCE OF KEYS

1. Keys will be issued to A&M-Texarkana employees upon request of their supervisor. The individual to whom the key is issued will be held responsible and accountable for said key.
2. Each individual must sign for their own key. In the case that the individual is not able to sign, supervisor and Chief’s approval shall be considered sufficient.
3. All records are kept in a locked cabinet with only Chief and Delegates having access. All keys ready to be issued are also kept in this cabinet.
4. Grand Master keys will only be issued to individuals after approval from the Chief and the Vice President for Finance and Administration. Master keys will only be issued to individuals after approval from their direct supervisor and the Chief.

IV. KEY SMART SYSTEM

There are three (3) Key Systems ‘smart’ key boxes on A&M-Texarkana campus. They are located on the first floor of University Center, the first floor of Science and Technology building, and in Bringle Lake Village Residence Hall. These boxes allow approved users to access the keys within them by use of a PIN code. Access to these boxes is programmed by the Chief. Access will only be issued to individuals after approval from the supervisor, Chief, and Vice President for Finance and Administration.