TEXAS STATE TECHNICAL COLLEGE

STATEWIDE OPERATING STANDARD

No. GA 4.8	**Page 1 of 5**	**Effective Date: 01/04/2019**
DIVISION:	**Facilities**	
SUBJECT:	**Facilities Access Control**	
AUTHORITY:	**Risk Management**	
PROPOSED BY:	**Ray Fried**	
TITLE:	**Associate Vice Chancellor**	**Date: 01/04/2019**
RECOMMENDED BY:	**Rick Herrera**	
TITLE:	**Vice Chancellor**	**Date: 01/04/2019**
APPROVED BY:	**Mike Reeser**	
TITLE:	**Chancellor**	**Date:01/04/2019**

STATUS: Approved by LT 01/04/2019

HISTORICAL STATUS: Proposed 3/19/2018

I. STATEWIDE STANDARD:

COMPLIANCE: Texas State Technical College (TSTC) shall comply with Statewide Operating Standard (SOS) GA 1.6, Risk Management, to reduce or mitigate the probability or impact of risk through compliance and implementation of this SOS.

II. PERTINENT INFORMATION

SOS GA 1.6, Risk Management, states that TSTC shall establish a process and procedure to reduce or mitigate risk to all College facilities and assets. This statewide standard supports the College's efforts to maintain a safe and secure campus while providing necessary access to campus facilities. Failure to comply with this SOS may result in disciplinary action, including termination and/or criminal prosecution.

III. GENERAL GUIDELINES

TSTC manages and controls access to all College buildings and facilities to enhance

safety and security, while maintaining compliance with applicable laws, regulations, and associated policies. The TSTC Police Department, the Director of Physical Plant, or his/her designee (to be known as the Access Control Manager at each campus) shall maintain responsibility for access control in accordance with the provisions outlined in the Operating Requirements of this SOS.

IV. DEFINITIONS

Access Control Device (ACD): Refers to all mechanical and electronic access control systems, including, but not limited to, keys, swipe cards, and proximity devices.

Access Control Manager (ACM): Person at each campus who is responsible for regulating issuance, control, accounting, and discontinuation of all ACDs to College facilities and property.

V. DELEGATION OF AUTHORITY

The Chancellor has the authority and responsibility to ensure compliance with provisions of this statewide standard and delegates this authority to the appropriate Vice Chancellor for adherence and implementation. The Director of Physical Plant or Police Department will appoint the ACM for each campus who is authorized by the Vice Chancellor of Student Services and Information Technology to manage the issuance, control, accounting, and discontinuation of all ACDs

VI. PERFORMANCE STANDARDS

1. Procedures have been implemented on each campus to ensure compliance with this SOS.

2. Circumstances involving lost and/or unaccounted for ACDs are investigated and proper action is taken by TSTC personnel.

3. Records are maintained by the ACM on each campus.

4. An annual department audit of the access control system is conducted by the ACM on each campus to ensure that all procedures noted in the SOS are followed.

APPENDIX

VII. RELATED STATEWIDE STANDARDS. LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

GA 1.6 Risk Management
Student Housing Handbook
Building Access Request Form

VIII. OPERATING REQUIREMENTS:

The TSTC Police Department, the Director of Physical Plant, or the ACM on each campus shall be responsible for:

A. Maintaining a supply of keys;
B. Maintaining key manufacturing equipment or a secured outsource;
C. Maintaining current and accurate key controls, ID card records, and ACDs;
D. Manufacturing and issuing ACDs to authorized personnel;
E. Securing a terminated employee's ACD;*

*The employee's terminating supervisor or a representative from the Human Resources Office shall be responsible at each campus for collecting all access devices at the time of termination.

F. Receiving unused keys from TSTC employees, contractors, and vendors;
G. Ensuring the proper and safe operation of entry control systems; and
H. Communicating to personnel that TSTC ACDs shall not be carried on key rings or other merchandise that identify the ACD as being a TSTC access device.

CONTROL PROCEDURES

A. ACDs for College facilities and property shall be issued to full-time TSTC employees.
B. Additionally, ACDs may be issued under the following criteria to:
    a. Current student housing residents, as approved by the Housing Supervisor.
    b. Approved associates, which may include:
        i. Part-time employees, as approved by their supervisor.
        ii. Adjunct faculty, as approved by their supervisor.
        iii. Contractors or vendors doing business with TSTC, as approved by the TSTC Police Department or Director of Physical Plant.
        iv. An educational associate (i.e., a partnering university), as approved by the TSTC Police Department or Director of Physical Plant.
C. Data Center, Main Distribution Frame (MDF), and Intermediate Distribution Frame (IDF) access shall be approved by the Executive or designee of Infrastructure. Non-essential personnel shall not have access to these areas.
D. Only an ACM can issue an ACD.
E. Employees shall report verbally, with immediate follow-up in writing (24 hours), to their immediate supervisor, the TSTC Police Department, and the Director of Physical Plant the loss of any key or any violation of this SOS.

F. Employees in possession of a Master Key or Grand Master Key shall not permit such keys to be out of their personal control at any time.
G. Master Keys and Grand Master Keys shall be limited to authorized personnel only and must be approved by the TSTC Police Department or the Director of Physical Plant, as well as the immediate supervisor of the personnel and the appropriate Provost.
H. An ACD that is no longer required shall be returned to the campus ACM as soon as possible.
I. An ACD not in the personal possession of the employee must be properly secured at all times.
J. By accepting an ACD, the employee or associate must understand that periodic monitoring of access may occur. Such monitoring may include review of entry and exit times, verification of ACD custody, and electronic and/or video surveillance of access areas.
K. An ACD must not be duplicated.
L. ACDs are state property, entrusted to assigned holders for their exclusive use and only for the conduct of official College business.
M. Transfer of an assigned ACD must be executed by a TSTC ACM in person.
N. The intentional bypass of access controls (i.e., propping open a normally locked door) is prohibited.
O. An ACD provided to vendors shall be returned to the TSTC ACM at that campus upon termination of contracts.
P. Upon termination of employment, the terminating supervisor or representative from the Human Resources Office shall return all keys to the campus ACM.
Q. Issuances of all ACDs must be recorded on individual Access Control Cards. Every employee issued an ACD must have a record (card or electronic) on file and monitored by the campus ACM.
R. The TSTC ACM on each campus shall maintain access records available for review and/or audit.
S. Keys to cabinets, lockers, and drawers are not covered under provisions of this statewide standard.
T. Requests for the rekeying of mechanical locks or the installation of electronic access control systems are not considered routine maintenance. Requests for the rekeying of mechanical locks or the installation of electronic systems must be approved by the Director of Physical Plant and the TSTC Police Department.
U. An annual reconciliation shall be performed by the designated ACM at each location. This shall include going through ACD records to check for any terminations and verifying that all devices have been accounted for.
V. An annual department audit of the access control system shall be conducted by each campus ACM to ensure that all procedures noted in this SOS are being performed. This shall include conducting employee interviews to match ACDs to the access control records, auditing all vendors' devices, and verifying that ACDs in use are still needed and that ACDs have not been copied.
W. ACDs shall not to be attached to any other device that specifically identifies TSTC or the TSTC employee or associate's full name, such as an ID lanyard, to protect against loss if ACD is misplaced or lost.

PROCEDURES FOR OBTAINING ACCESS

A. Any employee or vendor requiring an ACD must complete a Building Access Request Form (which can be found on the TSTC Employee Portal) and must be approved by the employee's supervisor and/or the Director of Physical Plant then turned into the campus ACM.
B. Procedures shall be in place to make an ACD available within 72 hours of receipt of an approved request. Mechanical keys shall be issued by the ACM on each campus.
C. Residents of student housing shall request access in accordance with TSTC Student Housing Handbook.

PROCEDURES FOR LOST OR RETURNED KEYS

A. A lost or stolen ACD shall be reported to the TSTC Police Department, Director of the Physical Plant, and the appropriate supervisor within 24 hours.
B. The loss shall be investigated by the TSTC Police Department or Director of Physical Plant. The amount of risk to the College shall be evaluated on a case-by-case basis. If it is determined there is no risk of unauthorized entry, no action shall be taken, and a new ACD shall be issued. However, if it is determined there is a risk to the College, the TSTC Police Department shall be notified, and the employee who lost the ACD may be responsible for reimbursement of the actual cost of additional keys and re-coring of the facility, as required.