KEY ISSUE

All employees and vendors must safeguard their keys. Loss or misuse of a key is a serious offense that may lead to disciplinary actions up to and including termination. The disciplinary action taken will vary based on the severity of the loss or misuse and the contributing circumstances. If keys are lost they must be reported to the appropriate supervisor immediately. The supervisor must report the loss to their appropriate Director immediately upon being notified.

KEYS

1. All keys will be issued by DHFS Security Services. The Online “Key Request Form” must be completed by the supervisor before any keys are issued. Staff is required to log into https://utdirect.utexas.edu/apps/dhfs/key_request/ack/ the DHFS Key website with their UTEID and acknowledge this policy online before any keys will be issued.
2. No Keys will be duplicated without proper approval and a work order submitted. No Masters will be issued without Director Approval.
3. Master keys are not regularly carried and are not to be taken from the university campus.
4. Each employee is responsible for the keys checked out by him/her from the key cabinet, desk, capture, or etc. All Floor and Building Master keys are required to be attached or secured to the employee’s person by lanyard or other suitable device at all times.
5. Each employee is responsible for the master keys retrieved from the captures located in selected areas. It is the employee’s responsibility to retrieve the correct capture key upon returning the master.
6. Under no circumstances will keys be used to admit persons into rooms, offices, or buildings unless those persons are performing specifically assigned duties.
7. Swapping or loaning keys is strictly prohibited. If additional keys need to be issued they must be requested using the Online “Key Request Form”.
8. Each area that has a key cabinet containing masters will be responsible for inventorying it daily for missing keys.
9. Broken keys must be returned to the DHFS Security Services before replacements are issued.
10. No key will be issued to contractors or vendors without a signature, phone number, department or business name, and signature.
11. When an employee resigns, retires, or is terminated the manager/supervisor is responsible for collecting and verifying all keys and returning them to DHFS Security Services.

NOTE: Pegs are used to withdraw keys from select key cabinets. For the purposes of the policy, pegs are considered keys and all procedures apply.

3/29/12