TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.25, **Electronic or Keyless Locking Systems**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish standards and guidelines for the use and selection of electronic or keyless locking devices on facilities. This HSCEP OP shall apply to all TTUHSCEP campuses.

REVIEW: This HSCEP OP will be reviewed on September 1 of each even-numbered year (ENY) by the Senior Director of Facilities Operations and Maintenance- Physical Plant (FOM), coordinated with Senior Director of Business Services- Physical Plant, and the Managing Director for Physical Plant and Support Services (MDPPSS) or designees, with recommendations for revisions submitted to the Chief Operating Officer (COO) or designee by October 15.

POLICY/PROCEDURE:

1.   **General Policy.**

   a.   In accordance with HSCEP OP 61.24 (Key Control) and 61.26 (Hardware Standards), Physical Plant/Facilities Operations and Maintenance (FOM) is responsible for the management of all locking systems to all TTUHSCEP facilities.   TTU Police Department (TTU PD) is responsible for installation, programming and updating of electronic access control. Standards and programs have been established for the control and issuance of keys (e.g. access control), development of keying systems, standardization of hardware, and maintenance programs for the upkeep of these systems. Installation of systems other than those approved in the standards, or deviation from the standards may occur only with the approval of the MDPPSS and under the guidelines set forth in this HSCEP OP. Keyless entry is desirable where accountability mandates additional security consideration.

   b.   Requests for various types of electronic or keyless locks for campus facilities have prompted Physical Plant Office of Planning Design and Construction (OPDC), TTU PD, FOM, and Physical Plant Department of Engineering Services to analyze the available options for the selection and use of these devices. It is imperative that these devices do not replace the existing key and lock systems, but supplement and interface with them.

   They are not intended to supplant the role of the Police in maintaining security. They may be used in isolated areas of high-security requirements or in areas where doors are normally locked, but still require high-volume traffic. All installations require review and approval by the TTUHSCEP Fire Marshals, TTUPD, and appropriate design professionals (e.g. Engineering Services) to ensure compliance with the NFPA Life Safety Code and engineering and architectural practice requirements.

   c.   Locking systems have been selected which will jointly serve departmental, security and operational requirements. Requests to install keyless entry systems will be limited to standard items manufactured to integrate and conform with existing institutional systems and procedures with consideration for both hardware and software issues. All new installations must conform to guidelines established by The Americans with Disabilities Act and Architectural Barriers Texas Accessibility Standards (TAS 9102) and other appropriate regulatory requirements.

2. **Requirements for Installation.**

    a.   Any new electronic or keyless system must interface or co-exist with the existing restricted keyway system. The existing master key system will remain functional for service, housekeeping, police and emergency access.

    b.   The TTUHSCEP Physical Plant/FOM Lockshop will stock spare parts or will have vendor sources available for quick delivery. The FOM Lockshop will be the only departments authorized to stock or order these items.

    c.   The installation and maintenance of the devices shall be on a departmental charge basis since installation will be primarily for the convenience of the department and will be a departure from the standard locking devices adopted for campus use. The FOM Lockshop will install or supervise the installation of such devices on TTUHSCEP facilities. Therefore, any electronic locking device installed that is not in compliance with this HSCEP OP will be removed and confiscated by the FOM Lockshop.

    d.   All requests for installation of electronic locking devices will be submitted to the appropriate Physical Plant department on a New Construction Request Form or work order system and shall be limited to those devices as specified below. Devices to be installed in new construction or renovation projects shall be selected from this group. The Senior Director of Facilities Operations and Maintenance shall have the authority to approve/disapprove the use and installation of these devices and any proposed deviation from this HSCEP OP.

    e.   In order to maintain control and audit the security of TTUHSCEP facilities, the TTU PD will program or reprogram all access control. Reprogramming will be on a departmental charge basis. Repairs and modifications to these systems will be coordinated and completed by TTU PD and Physical Plant/FOM.

    f.   Card readers and proximity readers are the only acceptable forms of keyless entry. No touch pad devices will be considered. Applications where standard devices from the manufacturer are unavailable will not be considered. Wherever keyless devices are used, the department will be totally responsible for assignment of codes to departmental personnel and students. TTUPD, the FOM Lockshop, as applicable, will maintain records only of those people who are issued bypass keys or access. They will also maintain code combinations of those devices which are programmed.

    g.   Outside vendors will not be permitted to install, maintain or program any system without written authorization from TTU PD, the FOM Lockshop.

3. **Systems Description.** Two types of keyless entry systems integrate with existing systems. One is a card reader in which the user inserts the card into the device. The other is a proximity reader that provides access when a key fob or dual technology ID card is placed in the proximity of the device. Cost will be greatly influenced by the availability of spare programming point capacity in existing panels and the physical availability of systems to the location being considered for keyless entry. All keyless system expansions will utilize Software House/C-Cure Products on the TTUHSCEP Campus.