

Conventional Key Issuance Criteria

The purpose of this matrix is to provide a list of factors and criteria that department heads and key coordinators should take into consideration in determining the proper level of conventional key or electronic access that should be issued to employees. The overriding principle is to provide the minimum level of key or access required to perform one's job. Keys and access should be issued based on one's job/assignment and not position within the organization.

<p align="center">Grand Master E, J, WB</p>	<p>Opens all doors both exterior and interior in a designated group of buildings</p>	<p>Does Requester Respond to Emergencies in Requested Buildings?</p>	<p>Does Requester's Job Duties Require Access to All Doors in Designated Group of Buildings?</p>	<p>Does Requester Require Access without involvement of others (i.e. Building Manager or Police) who could provide them emergency access? <i>Note that police, as a matter of policy, do not open interior doors in non-emergency situations.</i></p>	<p>Does Requester Have Complete Authority Over All Areas/Doors Within Designated Area?</p>	<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		<p>Yes _____ No _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____ _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____ N/A</p>
<p align="center">Building Master</p>	<p>Opens all doors both exterior and interior in a single building</p>	<p>Does Requester Respond to Emergencies in Requested Buildings?</p>	<p>Does Requester's Job Duties Require Access to All Doors in Designated Building?</p>	<p>Does Requester Require Regular Recurring Access without involvement of others (i.e. Building Manager or Police) who could provide them emergency access? <i>Note that police, as a matter of policy, do not open interior doors in non-emergency situations.</i></p>	<p>Does Requester Have Complete Authority Over All Doors/Areas Within a Single Building?</p>	<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		<p>Yes _____ No _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____ _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____ N/A</p>

<p>Exterior Operating Key</p>	<p>Opens individual exterior door(s)</p>	<p>Does the building have at least one exterior door equipped with an electronic access card swipe reader? If yes do not issue key. Give card access instead.</p>	<p>Does Requestor Need Access to Select Exterior Door (s) that are not equipped with Electronic Card Access during non- business hours when building is locked? Note: Need is based on business-necessity as opposed to personal preference or convenience .</p>	<p>Does the individuals' job duties require that they have access to open the exterior door requested during off business hours when building would be locked down?</p>		<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		Yes _____ No _____	Yes _____ No _____	Yes _____ No _____	No	Yes _____ No _____
						N/A
<p>Sub-Building Master</p>	<p>Opens multiple interior doors within same building and may open exterior doors on a building by building basis. <i>(Note. if the building has a swipe card entry, the sub-master may not necessarily open an exterior door.)</i></p>	<p>Does Requester Respond to Emergencies in Requested Buildings?</p>	<p>Does Requester Have Complete Authority Over Multiple Grouped Doors/Areas Within a Single Building?</p>			<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		Yes _____ No _____	Yes _____ No _____			Yes _____ No _____
						N/A
<p>Interior Operating Key</p>	<p>Opens individual interior door(s)</p>	<p>Is the interior door controlled by an electronic card swipe reader? If yes, do not issue key. Give card access instead.</p>	<p>Does Requestor Need Access to Select Door (s) that are not equipped with Electronic Card Access</p>	<p>Does the individuals' job duties require that they have access to open the individual door(s) requested?</p>	<p>Does Requester Have Complete Authority over the Door on the Operating Key?</p>	<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		Yes _____ No _____	Yes _____ No _____	Yes _____ No _____	No	Yes _____ No _____
						N/A
<p>Note: There are some doors/cores that have been designated as being off the master, which means a single key is held in a key box in the TUPD.</p>						

Electronic Card Access Levels (Academic & Administrative Buildings)

Level I Business Access	Monday through Friday 6:00 am to 7:00 pm in ONE assigned work building only	Faculty/Staff Member primarily works during normal business hours when building is already open and only needs access to ONE assigned building.	On rare occasions, if employee works outside normal hours temporary higher level access can be arranged through Access Control Section.	Individuals' job duties require that they have access to open the door(s) requested.		*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?
		Yes _____ No _____	Yes _____ No _____	Yes _____ _____	No	Yes _____ _____ N/A _____
Level II Business Access	Monday through Friday 6:00 am to 7:00 pm in MULTIPLE designated buildings	Faculty/Staff Member primarily works during normal business hours when buildings are already open and needs access to MULTIPLE buildings .	On rare occasions, if employee works outside normal hours temporary higher level access can be arranged through Access Control Section.	individuals' job duties require that they have access to open the door(s) requested.		*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?
		Yes _____ No _____	Yes _____ No _____	Yes _____ _____	No	Yes _____ No _____ _____ N/A _____

<p>Level III Business Access</p>	<p>Monday through Sunday 6:00 am to 1:00 am in ONE Assigned building only</p>	<p>Faculty/Staff member frequently works outside normal business hours when building is normally closed. Needs access only to ONE assigned building.</p>	<p>On rare occasions, if employee needs access to other buildings temporary higher level access can be arranged through Access Control Section.</p>	<p>Individuals' job duties require that they have access to open the door(s) requested?</p>		<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		<p>Yes _____ No _____</p>		<p>Yes _____ No _____ _____</p>		<p>Yes _____ No _____ N/A _____</p>
<p>Level IV Business Access</p>	<p>Monday through Sunday 6:00 am to 1:00 am in MULTIPLE designated buildings</p>	<p>Faculty/Staff member frequently works outside normal business hours when building is normally closed AND needs access to MULTIPLE buildings.</p>		<p>Individuals' job duties require that they have access to open the door(s) requested.</p>		<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		<p>Yes _____ No _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____ _____</p>		<p>Yes _____ No _____ N/A _____</p>
<p>Level V Business Access</p>	<p>Total Access to All Academic/Administrative Buildings 24/7 and 365 days per year</p>	<p>Does Requester Respond to Emergencies in Requested Buildings?</p>	<p>Does Requester's Job Duties Require Access to All Card Swipe-equipped Doors in Designated Buildings?</p>	<p>Does Requester Require Regular Recurring Access without involvement of others (i.e. Building Manager or Police) who could provide them emergency access? Note that police, as a matter of policy, do not open interior doors in non-emergency situations.</p>		<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>

		Yes _____ No _____	Yes _____ No _____	Yes _____ No _____		Yes _____ No _____ N/A _____
Level VI Maximum Access	Total Access to ALL Academic, Administrative AND Residence Halls 24/7 and 365 days per year	Does Requester Respond to Emergencies in Requested Buildings?	Does Requester's Job Duties Require Access to All Card Swipe-equipped Doors in Designated Buildings?	Does Requester Require Regular Recurring Access without involvement of others (i.e. Building Manager or Police) who could provide them emergency access? <i>Note that police, as a matter of policy, do not open interior doors in non-emergency situations.</i>		*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?
		Yes _____ No _____	Yes _____ No _____	Yes _____ No _____		Yes _____ No _____ N/A _____

Electronic Card Access Levels (Residence Halls)

Level I Residential Access	24/7 Access in ONE Assigned Residence Hall Only	Requestor is a student who needs normal access to assigned residence hall.				
		Yes _____ No _____				
Level II Residential Access	24/7 Access in MULTIPLE Residence Halls	Does Requester Respond to Emergencies in Requested Buildings?	Does Requester's Job Duties Require Access to All Card Swipe-equipped Doors in Multiple Designated Buildings?	Does Requester Require Regular Recurring Access without involvement of others (i.e. Building Manager or Police) who could provide them emergency access? <i>Note that police, as a matter of policy, do not open interior doors in non-emergency situations.</i>	Does Requester Have Complete Authority Over All Card Swipe-Equipped Areas/Doors Within Designated Buildings?	*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?
		Yes _____ No _____	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____	Yes _____ No _____ N/A _____

<p>Level III Residential Access</p>	<p>24/7 Access in ALL Residence Halls</p>	<p>Does Requester Respond to Emergencies in Requested Buildings?</p>	<p>Does Requester's Job Duties Require Access to All Card Swipe-equipped Doors in Designated Building?</p>	<p>Does Requester Require Regular Recurring Access without involvement of others (i.e. Building Manager or Police) who could provide them emergency access? <i>Note that police, as a matter of policy, do not open interior doors in non-emergency situations.</i></p>	<p>Does Requester Have Complete Authority Over All Card Swipe-Equipped Areas/Doors Within Designated Buildings?</p>	<p>*Has a criminal background check been done and if so, have results of requestor's criminal background check been received?</p>
		<p>Yes _____ No _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____</p>	<p>Yes _____ No _____ N/A _____</p>
<p>*This question applies to those positions for which a criminal background check is already required for NEW HIRES. It does not expand the category or classification of new hires requiring a background check. However, department heads should at least consider this factor before issuing the higher level keys or access levels to an employee.</p>						