



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.14: Electronic or Keyless Locking Systems**

**DATE:** July 22, 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish standards and guidelines for the use and selection of any electronic or keyless locking devices on all education and general (E&G) facilities. Security and convenience systems within auxiliary locations are not addressed in this OP.

**REVIEW:** This OP will be reviewed in September of odd-numbered years by the Associate Vice President for Operations, the Senior Managing Director of Facilities Maintenance & Construction (FMC), the Chief of Texas Tech Police Department, the Vice President for Information Technology and TTU Chief Information Officer, and the Unit Manager of the TTU ID System with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

#### **POLICY/PROCEDURE**

##### **1. General Policy**

- a. The TTU Operations Division is responsible for the management of all locking systems to university facilities through the university's security systems manager within the Texas Tech University Lock Shop (TTULS). Standards and programs have been established for the control and issuance of keys, 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 Senior Managing Director of FMC under the guidelines set forth in this OP.
- b. Two locking systems have been selected that will serve the requirements of most departments. Requests to install electronic or keyless locking systems will be limited to the selection of one of the systems described in this OP.

##### **2. Requirements for Installation**

- a. Requesting new or updating existing electronic locking systems must be submitted through the Operations Division's iServiceDesk (<https://webtma.operations.ttu.edu:8080/home.html>). The TTULS will contact the requestor, review the request, establish a list of requirements, gather necessary information, and return an estimate for the hardware, installation, initial setup, and annual license fee to the requestor.
- b. All new approved electronic or keyless system(s) will be required to interface with the existing restricted keyway system as described in sections 3.a. and 3.b. of this OP. A master or sub-master key will remain functional for service, custodial, police, and emergency access. If an electronic key/card system is replaced with a key/lock system, the TTULS will control

- access of that doorway under the same provisions outlined in [OP 61.15, Control and Issue of Keys to University Buildings](#).
- c. The TTULS will stock spare parts and electronically encoded keys/cards for the devices selected. Vendor sources will also be available for quick delivery. The TTULS is the only E&G department authorized to stock or order these items.
  - d. Installation and maintenance of the devices will be a departmental charge since installation will be primarily for the convenience and security of the department and a departure from the standard locking devices adopted for campus use.
  - e. When a new electronic device is installed, key allocation to that door will be limited to authorized personnel only. The intention of electronic access systems is to limit the number of keys and, therefore, more efficiently and effectively manage the security/convenience of a location.
  - f. Operations Division will install or supervise the installation of such devices in university E&G facilities.
  - g. Any keyless or electronic locking device installed that is not approved and/or not in compliance with this OP will be removed and confiscated by the TTULS, with the cost to replace the hardware being charged back to the department that is in violation of this OP. Existing electronic key/card systems on campus will be allowed to remain. Unless approved by the Texas Tech Police Department and the Senior Managing Director of FMC, any modifications to existing key/card systems will require compliance with this OP's standards.
  - h. Electronic devices to be installed in new construction or renovation projects will be selected from one of the two systems outlined in this OP or a combination of both systems.
  - i. In order to maintain control and audit the security of university facilities, the TTULS and the Texas Tech Police Department will program or reprogram all systems. The TTU Lock Shop will coordinate the reprogramming for all electronic systems (E&G facilities only).
  - j. Access changes including removal, addition, or transfer will be completed through the Key Management System (KMS) <https://odis.operations.ttu.edu/odkms/default.aspx>.
  - k. Outside vendors will not be permitted to install, maintain, or program any system without prior written authorization from the Senior Managing Director of FMC and the Chief of the Texas Tech Police Department.
  - l. Access will be through the RaiderCard issued by the University ID Office, or through a device issued by the Texas Tech Police Department. No other cards or devices are required.

### 3. Systems Description

The two approved systems described below allow any departmental requirements to be met. The TTULS and the Texas Tech Police Department will assist departments in making the appropriate selections. The only locking systems allowed on campus will be either C-CURE for security or CS Gold for access.

a. C-CURE

C-CURE is a scalable security management solution encompassing complete access control and advanced event monitoring. The system integrates with critical business applications including CCTV and video systems from American Dynamics (Intellex Digital Video Management Systems and VideoEdge NVR) and third-party devices such as fire alarms, intercoms, and burglar and other alarms. This system is managed and maintained by the Texas Tech Police Department. The TTU official ID card can be used for access, or specialized access devices are obtainable from vendors at the expense of each department on campus. The Texas Tech Police Department can assist in providing a list of vendors for purchasing these devices. The Texas Tech Police Department will maintain a list of authorized people who can request and approve access for employees or students. Access changes including removal, addition, or transfer will be completed through the KMS (<https://odis.operations.ttu.edu/odkms/default.aspx>). The Texas Tech Police Department is located at 413 Flint Avenue and will make changes to the system between the hours of 8 a.m. and 5 p.m. Monday through Friday. When C-CURE locks are installed on interior or exterior doors for security purposes requiring the occupants of that space to be notified, the occupants of the secured space are responsible for establishing call back procedures with the TTU Police department. Be aware, all C-CURE alarms are not visible by the Operations Division and will not be responded to as with CS Gold or other building alarm systems.

b. CS Gold

CS Gold offers wireless or wired on-line locks, including biometric readers. CS Gold hardware within E&G facilities will be installed and maintained by the Lock Shop. Access changes including removal, addition, or transfer will be completed through the KMS (<https://odis.operations.ttu.edu/odkms/default.aspx>). The CS Gold system's security features include Banner synchronization on a daily basis, lock down, and emergency modes. New employees, students, or existing staff can obtain new or replacement RaiderCards from the University ID Office located in the Student Union Building, Room 105, between the hours of 8 a.m. and 5 p.m. Monday through Friday. There may be a fee charged for the card.

#### 4. Justification

Due to the large number of electronic or keyless security systems available on the open market, standards and limitations must be established for the use of these systems on the TTU campus. The selection of the two systems listed above provides departmental security and flexibility without jeopardizing existing security, and allows the TTU Operations Division and the Texas Tech Police Department to maintain the systems without heavy investment in inventories and equipment.

#### 5. Exceptions

Exceptions may be granted to security-sensitive areas (e.g., IT areas, data centers) to install and manage the electronic systems themselves. Exception requests will be reviewed on a case-by-case basis by the Associate Vice President for Operations and the TTU Chief Information Officer. Exceptions must be documented in writing and maintained by the Operations Division.