ALAMO COLLEGES DISTRICT
Northeast Lakeview College

Procedure Number: CS 201.1
Procedure Title: NLC Building Access Audit
Relevant Board Policy:
Relevant SACSCOC Principle:
Originating Unit: College Services
Maintenance Unit: College Services
Contact for Interpretation: Vice President of College Services

I. Purpose: To establish standardized guidelines for auditing building access that ensures access permissions are accurate, appropriate, and secure, while supporting accountability and reducing the risk of unauthorized or unnecessary access.

Definitions:

Access Device: A key, fob, and/or identification badge used to gain access to an area.

Key: A physical device used to grant access.

Fob: A small security device that, when used in conjunction with an assigned code, grants access.

Identification Badge: A physical identification badge with programmable access. Identification badges are required to be on the person of all full-time and part-time NLC personnel while working.

Computer Managed Door Lock: An electromechanical lock requiring a fob and access code to gain access. Access may also be granted with the correct physical key.

Key Request Form: The form utilized by personnel and contractors to request physical keys and fobs to access NLC spaces.

Building Access Control Form: The form utilized by personnel and contractors to request identification badge access to NLC spaces.

Proximity Access Lock: A magnetic door lock requiring an ID badge to obtain access. Proximity Access Locks are assigned unique identifier codes by building and door.

Auditor: College Services personnel designated by the Vice President of College Services to manage the safeguarding and issuance of keys, fobs, and building access.

II. Procedure statement:

To reduce risk, keys and access are limited and restricted based on personnel position and job duties. As job duties and the use of campus spaces change, personnel may possess keys or access that no longer align with their current roles. In some cases, personnel may also retain duplicate keys that serve no practical purpose and increase the risk of loss. To mitigate these risks, regular audits of keys and access devices are conducted to reclaim or revoke access that is unnecessary, redundant, or misaligned with job responsibilities.

A. Audit Management

1. College Services is responsible for maintaining an internal audit tracker or log in which all audit information is recorded and updated to support tracking, documentation, and follow-up activities.

B. Audit Process

1. Audits of personnel keys, fob access, and badge access must be conducted at a minimum at the departmental level.

2. Audits will be conducted at a minimum once a year and will be scheduled in collaboration with the respective supervisor.

3. All audits must be conducted by College Services.

    a. Personnel must be able to produce all keys assigned to them at the time of the audit. These keys will be recorded by the auditor.

        i. Any keys assigned to personnel that cannot be produced will be treated as lost keys in accordance with CS-201, Section B.

        ii. Keys not specifically assigned to personnel (i.e., departmental keys or unreturned keys from former personnel) will be reclaimed at the time of the audit.

    b. Personnel issued a fob must produce the fob and provide the associated four-digit access code at the time of the audit for recording by the auditor.

        i. Any fobs assigned to personnel that cannot be produced will be treated as lost keys in accordance with CS-201, Section B.

        ii. Fobs not specifically assigned to personnel (e.g., departmental fobs or unreturned fobs from former personnel) will be reclaimed at the time of the audit.

    c. Personnel must present their identification badge and provide the badge

number at the time of the audit for verification of proximity access permissions.

C. Access Verification

1. Once all keys, fobs, and identification badges within the scope of the audit have been recorded, access levels will be verified.

    a. Current key access levels will be verified using College Services' internal lock records, with input from Facilities and the district-approved locksmith as needed.

    b. Current fob access will be verified by College Services by requesting computer-managed door lock records from Facilities through the district-approved locksmith.

    c. Current Badge access will be determined by College Services by requesting an access report from Alamo DPS via DST-IDBadge@alamo.edu.

2. As access levels are verified for each department or team, reauthorization will be completed based on the appropriate level of access in accordance with CS-201.

    a. College Services will coordinate with department or team supervisors to confirm the access required for each employee based on their role and job responsibilities.

3. Any keys, fobs, or badge access that are not reauthorized or approved will be reclaimed or removed. Where appropriate, access will be adjusted to the approved level (i.e., building master access replaced with department master access).

    a. Replacement keys and additional fob access will require a Key Request Form.

        i. Reclaimed keys will be returned to College Services inventory.

        ii. The removal of fob access will be requested by College Services, as needed, from Facilities via the District approved locksmith.

        iii. Personnel who no longer require access to computer-managed door locks will have their fobs reclaimed by College Services.

    b. A Building Access Control Form is required for personnel requesting additional identification badge access.

        i. Removal of badge proximity access will be requested from Alamo

DPS by College Services via DST-IDBadge@alamo.edu.

Attachment: Originator: Zach Harding

Revised: Joseph Hansell

Date Approved: May 12, 2026

Last Updated: 3/20/2026

Approved: Thomas Walker

Title: Vice President of College Services

Jun 23, 2026