

## **45.2 Key Authorization and Security**

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**1. Purpose.** The purpose of the forgoing policy and procedures is to maintain the security of Eastern New Mexico University-Roswell (ENMU-Roswell) property and to insure the safety and security of ENMU-Roswell students, residents, and employees balanced against reasonable convenience to the key user.

**2. Policy.** The key policy established in furtherance of the above purpose is as follows:

A. Access to ENMU-Roswell facilities is a privilege that can be revoked at any time.

B. Keys shall be issued solely for use by the person to whom they are assigned; and when duties no longer necessitate use of a specific key, it shall be returned to the ENMU-Roswell Physical Plant rather than kept or passed to another employee. Keys are not to be transferred to another individual except through the Physical Plant.

C. The Physical Plant will issue and assign keys to specific individuals only to the extent necessary for them to perform their jobs properly. Keys shall not be issued solely for the convenience of an individual.

D. Using as few keys as is feasible; keys shall be issued based on meeting the best and most efficient achievement of the institutional mission while maintaining sufficient security.

E. It is the responsibility of each person to whom a key is issued to assist in maintaining security.

F. Keys shall be issued only to ENMU-Roswell employees and students and to authorized contractors, as needed, for the contract period.

G. Only the Physical Plant shall provide keys. The Physical Plant shall approve all locks used to secure ENMU-Roswell property and keyed to the institutional system. The lock system shall be designed and installed to ensure security and allow expeditious and economic recovery of security when key loss does occur.

H. Responsibility for keys shall follow other levels of responsibility. Thus, each employee shall have responsibility for key authorization and security for all employees and facilities within his/her job responsibility. The issuance, control and inventory of keys shall rest with the unit directors assigned that task for each administrative unit.

I. The Physical Plant will assign the costs associated with key misuse, loss, or non-return to the individual key holder. If costs cannot be collected from the individual key holder, the costs shall be borne by the key holder's administrative unit.

J. Each administrative unit shall annually conduct an audit of the keys issued to it.

K. Campus security shall check the security of buildings following use after regular hours.

L. Pursuant to Sections 30-14-2 and 30-14-3, NMSA 1978 Comp., key duplication or copying of keys to any ENMU-Roswell property, except through procedures below, is prohibited by law. Duplication or copying of ENMU-Roswell keys is a criminal misdemeanor; and, additionally, shall result in disciplinary action appropriate to such conduct.

M. These policies and procedures shall be construed to allow the maximum reasonable use of institutional buildings while maintaining a safe, secure environment.

The forgoing purpose and policy are implemented by the following:

## **PROCEDURES**

**3. Definitions.** The following definitions shall be applicable throughout this policy and procedures:

A. "Key" shall mean any device, including magnetic cards, combinations and traditional metal keys, issued to employees and students by ENMU-Roswell to open locks.

B. "After regular hours" is intended to be a flexible term, and such hours will vary according to the purpose of the building.

C. "Administrative unit" shall refer to units of ENMU-Roswell that have authority to authorize issuance of keys for particular buildings or parts of buildings; and "unit director" shall refer to the administrative official directly in charge of each such unit.

**4. Administration.** The Director of Physical Plant (Director) shall administer these procedures with oversight by the Vice President for Business Affairs.

A. The Physical Plant, with control by the using department, will supply keys for furniture, file cabinets and desks.

B. If a request affects two departments, the approval of the appropriate Vice President must be obtained.

**5. Authorization.** Authorizations for key requests shall be given for the lowest level access possible. Separate change keys will be issued rather than a master key whenever possible. Authorization guidelines are as follows:

A. Building-Entrance Keys: Issued only to individuals with a regular and continuing need for access to a specific building after regular hours.

B. Department Master: Issued for individuals with designated responsibility for wider access within a given administrative unit.

C. Building Masters: Issued by President Approval only.

D. Grand Masters: Issued by President Approval only.

**6. Key Requests.** Upon presentation of a written order from the employee's supervisor, keys will be issued to designated rooms. The employee who is responsible for and receiving the key(s) must personally pick up and sign for the key(s). Duplicate key(s) will not be issued. The unit director shall originate all key requests on a key request form provided by Physical Plant. The authorized user must sign for each key. Signing for any key indicates that the key holder agrees to comply with all applicable Institutional policies and procedures.

**7. Key Return.** All keys must be returned to Physical Plant when no longer needed or when authorization expires. The employee's final paycheck will be held until the key return is completed.

A. It is the responsibility of unit directors who authorize the issuance of keys to insure that the Physical Plant is notified immediately and that a key is returned when it is no longer needed, when its authorization expires, or upon the end of the key holder's employment. The return of any key shall be recorded on the returning administrative unit's key inventory form.

B. Employees who are issued keys shall be charged with the re-keying costs upon failure to return any key(s) at the appropriate time. If an employee fails to pay the re-keying charges, the administrative unit of the employee will be charged the full cost of re-keying all locks that the lost or unreturned keys operate.

**8. Lost or Stolen Keys.** Lost or stolen keys shall be reported to the appropriate unit director, Physical Plant, Campus Security, and Purchasing (which shall consult on notifying Risk Management); and replacement keys may be obtained as follows:

A. A key request, accompanied by a copy of the Campus Security report, must be submitted to Physical Plant. It shall be noted on the key request form that the keys requested are to replace those that were lost or stolen.

B. Any charges for loss or re-keying must be paid by either the key holder or the key holder's administrative unit.

C. An audit of an individual's keys and key record may be conducted to determine if other than requested keys are also missing.

**9. Key Replacement.** Replacement of lost, stolen, or misused keys will be charged for as described above. Damaged or worn keys will be replaced at no charge, providing the old key is returned to Physical Plant. The employee responsible for the key will be charged a key fee for each key lost, and will be responsible, if necessary, for re-keying costs for the door lock. Charges will be based on replacements needed for the level of security that has been compromised.

**10. Key Audits.** As a verification of key records, ENMU-Roswell may perform a key audit of an administrative unit and/or of an individual. Key audits must include verification that all keys assigned to an individual are still in his/her possession. The Physical Plant will organize and supervise periodic audits as needed.

**11. Unauthorized Locks.** Any unauthorized lock (for which a key or combination is not on file in the Physical Plant) may be removed to gain access, with no reimbursement to the owner. Costs to remove and replace unauthorized locks shall be borne by the administrative unit or individual using the locks.

**12. An Exception: Contractors.** Keys shall not be issued to contractors without approval of the Vice President for Business Affairs, Physical Plant Director or Maintenance Foreman.

**13. An Exception: Protocol for Maintenance and Security Personnel.** Maintenance and security personnel who use grand master, master and multiple master keys to enter various buildings and rooms as part of their duties shall be issued such keys. Regular audits of such keys shall be conducted on a regular basis.

**14. Students.** Upon presentation of a written order from the employee's supervisor, student keys will be issued to the student's supervisor who will be responsible for control of the key. Student keys will be limited to interior building areas such as labs and storerooms. Exterior door keys will only be issued to the Security Officer who will open the facility as necessary. Students who must have keys issued to perform obligations shall be held responsible in the same manner as employees.

**15. Mail Box Keys.** Mail Room personnel will notify Physical Plant of mailbox assignments and a mailbox key will be issued.