

45-3 Building Access Authorization, Issuance and Security System-

45-3-1 Purpose • 45-3-2 Policy • 45-3-3 Definitions • 45-3-4 Administration • 45-3-5 Authorization
 • 45-3-6 Access Requests • 45-3-7 Issuance and Records • 45-3-8 Returns • 45-3-9 Lost or Stolen
 Access Devices • 45-3-10 Device Replacement • 45-3-11 No Transfers •
 • 45-3-12 Re-Keying Charges • 45-3-13 Key Audits • 45-3-14 Unauthorized Locks • 45-3-15
 Contractor Exception • 45-3-16 Protocol for Maintenance and Security Personnel • 45-3-17 Protocol
 for Emergencies/Exigencies • 45-3-18 Regular Hours • 45-3-19 Students • 45-3-20 Exception

1. **Purpose.** The purpose of these policies and procedures is to maintain the security of Eastern New Mexico University System (the System) property and to insure the safety and security of students, residents and employees balanced against reasonable convenience to the access device (keys, key fobs, magnetic strip cards, etc.) user.
2. **Policy.** This policy established in furtherance of the above purposes are as follows:
 - A. Access to system facilities is a privilege which can be revoked at any time.
 - B. Access devices shall be issued solely for use by the person to whom they are assigned; when duties no longer necessitate use of the access devices, it shall be returned to the appropriate department that issued the device rather than it being kept or passed to another employee.
 - C. Access devices shall be issued and assigned to specific individuals only to the extent necessary for them to perform their jobs properly and shall not be issued solely for the convenience of an individual.
 - D. Using as few as is feasible, access devices shall be issued based on meeting the best and most efficient achievement of the institutional mission while maintaining security.
 - E. It is the responsibility of each person who is issued access devices to assist in maintaining security.
 - F. Access devices shall be issued only to System employees, students and authorized contractors, as needed for the contract period.
 - G. Access devices shall be provided only by Physical Plant for the Portales and Ruidoso campuses. The Physical Plant Department for the Roswell Campus will provide keys while the Security Department provides entry cards using the Secure Access Authorization form. All locks used to secure System property shall be approved by Physical Plant. The lock system shall be designed and installed to ensure security and allow expeditious and economic recovery of security if an access device loss does occur.
 - H. Responsibility for access device shall follow other levels of responsibility. Each employee shall have responsibility for access device authorization and security for all employees and facilities within his or her job responsibility. The control and inventory of access devices shall rest with the area executive administrator or their designee. Costs associated with misuse, loss or non-return of access devices not collected from the authorized user shall be will be charged to the authorized user's department.

- I. Each department shall annually conduct an audit of the keys issued to it and the audit sent to the area executive administrator, who with the assistance of the Physical Plant will verify the audit.
- J. Outside doors shall not be on building master keys, but on different high security keyways with master systems of their own. This provides an additional level of security to buildings. There shall be one (1) grand master key for outside doors and another one for inside doors. Grand masters shall never be labeled as a grand master and shall be issued only with presidential approval.
- K. ENMU-Portales, Department of Public Safety shall check the security of buildings after regular hours. ENMU-Ruidoso, Physical Plant will check the security of buildings after regular hours. ENMU-Roswell, Security Department will check the security of buildings after regular hours.
- L. Pursuant to NMSA 1978, §§ 30-14-2 (1953 as amended through 1965), duplication or copying of any access devices for any System property, except through procedures below, is prohibited by law.
- M. These policies and procedures shall be construed to allow the maximum reasonable use of ENMU System buildings while maintaining a safe, secure environment.
- N. It is understood that these policies and procedures cannot remain effective unless each employee of the System is appropriately familiar with them. Therefore, all employees shall receive instruction to provide such familiarization.

The foregoing purpose and policies are implemented by the following.

Procedures

- 3. **Definitions.** The following definitions shall be applicable throughout these policies and procedures:
 - A. "Access Device": shall mean any key, magnetic card, combinations or **device** issued to employees and students by the System to open locks and/or doors.
 - B. "After regular hours" is intended to be a flexible term, and such hours will vary according to the purpose of the building and campus. (See sections 13. and 21. below.)
 - C. "Department" shall refer to units of the System which have authority to authorize issuance of access devices for particular buildings or parts of buildings; "area supervisor" shall refer to the administrative official directly in charge of each unit
- 4. **Administration.** These procedures shall be administered by the director of Physical Plant (the director) with oversight by the ENMU System chief financial officer (CFO).

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

ENMU-Portales Authorization Levels

DOOR	AUTHORIZATION LEVEL
Exterior Doors Administrative/Academic	Appropriate Vice President
Athletic Buildings	Director of Athletics
Campus Union Building/other Auxiliary Building	Appropriate Supervisor and Vice President*
Office Door	Appropriate Dean
Classroom/Lecture Hall	Appropriate Dean*
Laboratory	Appropriate Dean *
Student Housing	Director of Housing
Department Master	Appropriate Supervisor and Vice President
Academic Building Master	Vice President Academic Affairs
Administrative Building Master	Chancellor
Student Housing Building Master	Vice President for Student Affairs
Grand Master	Chancellor

*If a request affects two (2) departments, the approval of the appropriate dean(s) must be obtained. If a request affects two (2) colleges the approval of the vice president for Academic Affairs must be obtained.

ENMU-Ruidoso authorization levels are supervisor, Physical Plant and President. ENMU-Roswell authorization levels are supervisor, AVP and VP, with approval from the President for master keys.

- F. Furniture keys (including file cabinet and desk keys) shall be controlled by the department using the furniture and supplied by Physical Plant in Portales and Ruidoso. The Physical Plant in Roswell maintains keys to furniture (including file cabinet and desk keys), unless the furniture has been purchased by the Department.

6. Building Access Requests.

- A. All requests shall originate with the area supervisor using Building Access Authorization form on the portal in forms/downloads under Physical Plant for the Portales and Ruidoso campuses. <https://my.enmu.edu/group/mycampus/forms#physical>. The Key Authorization form shall be used on the ENMU-Roswell campus.
- B. A request for any type of master key must be:
 - (1) reviewed by Physical Plant for the Portales campus prior to final approval. Physical Plant shall note pertinent access information about the specific request before forwarding it for approval.
- C. The request must be approved by the appropriate person(s) as outlined in section 5. above.
- D. The approval shall be forwarded to Physical Plant where the access device will be made.
- E. Any requests for off-hours or weekend access to external doors via the automatic access control system shall be sent to Institutional Research (IR) via the room reservation system. IR will relay information to Physical Plant and the Department of Public Safety.

7. Access Device Issuance and Records.

- A. When the access device is ready, it may be picked up at the Physical Plant by the authorized user only.
- B. The authorized user must sign for each device. Signing for any device indicates that the authorized user agrees to comply with all applicable University System policies and procedures.
- C. Access device issuance records shall include, but not be limited to:
 - (1) Name of the access user,
 - (2) The access user's employee identification number (or, in the case of non-employee access device holders, another appropriate identification number),
 - (3) Device issued,
 - (4) Date of issue,
 - (5) Signature and area supervisor of authorizing person and date of signature,
 - (6) The authorized user's signature and
 - (7) The following stated agreement:

8. Access Device Return. All devices must be returned to the issuing department on each campus when no longer needed or when authorization expires.

- A. It is the responsibility of area supervisor who authorize the issuance of access devices to ensure that the issuing department is notified immediately and that a device is returned or when it is no longer needed, when its authorization expires or upon the end of the authorized user's employment.

- B. Employees who are issued (traditional keys) shall be charged with the re-keying costs upon failure to return any key at the appropriate time. If an employee fails to pay the re-keying charges, the department of the employee shall be charged the full cost of re-keying all locks which the lost or unreturned key operates. The cost to re-key is based on the re-keying charges identified in section 12 below.
- 9. Lost or Stolen Access Devices.** Lost or stolen devices shall be reported to the appropriate area supervisor, Physical Plant and Department of Public Safety for the Portales campus, the physical plant for the Ruidoso campus, and the Physical Plant and Security Department for the Roswell campus. Replacement devices may be obtained as follows:
- A. A Building Access Authorization request, accompanied by a copy of the Department of Public Safety police report, must be submitted to Physical Plant for the Portales campus in order to receive a new access device. A Key Authorization form, accompanied by a copy of the Security Department report must be submitted to the Physical Plant on the Roswell campus. Ruidoso will submit a building access authorization request to the physical plant. It shall be noted on the request that the access devices requested are to replace those which were lost or stolen.
- B. Any charges for loss or re-keying must be paid by either the authorized user or the authorized user's department.
- C. An audit of an individual's access devices and records may be conducted to determine if additional access devices are also missing.
- 10. Access Device Replacement.** The cost of replacement of lost, stolen or misused access devices shall be charged as described in sections 9. above and 12.5. below. Charges shall be based on replacements needed for the level of security which has been compromised. A damaged or worn access device will be replaced at no charge, providing the old access device is returned to the issuing department on each respective campus.
- 11. No Transfers.** Access devices may not be transferred to another person. An individual who no longer requires the access devices is required to return them to the issuing department on each respective campus. (See section 8. above.)
- 12. Re-Keying Charges.** Re-keying charge rates shall be posted conspicuously at the place where keys are issued by Physical Plant.
- 13. Key Audits.** As a verification of key records, a key audit of any department and/or of an individual may be performed by the Physical Plant or area executive administrator for the Portales and Ruidoso campus and the Physical Plant and/or Security Department or area executive administrator for the Roswell campus. Key audits must include verification that all keys assigned to an individual are still in his or her possession. Periodic audits shall be organized and supervised by the area executive administrator and Physical Plant director for the Portales campus, Physical Plant and the area executive administrator for the Ruidoso Campus, and the Physical Plant and/or Security Department director for the Roswell campus as needed.

- 14. Unauthorized Locks.** Any unauthorized lock (a lock for which a key or combination is not on file with 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 department or individual using the locks.
- 15. Contractor Exceptions:** Access devices shall not be issued to contractors without approval of the CFO and/or president for the Portales campus, the President of the Ruidoso campus, and the Vice President for Business Operations and/or President for the Roswell campus.
- 16. Protocol for Maintenance and Security Personnel.** Maintenance and security personnel who use grand master, master and/or multiple master keys to enter various buildings and rooms as part of their duties shall be issued such keys only for each daily work shift.

 - A. Such personnel shall be issued such keys at the beginning of each daily work shift and return such keys at the end of each daily work shift.
 - B. Audits of such keys shall be conducted on a regular basis.
 - C. ENMU-Ruidoso maintenance and security personnel master keys remain in the possession of staff while employed. ENMU-Roswell maintenance personnel master keys remain in the possession of staff while employed. ENMU-Roswell security personnel master keys are issued to personnel at the beginning of each shift.
- 17. Protocol for Emergencies/Exigencies.** The protocol for use of grand master, master and multiple master keys in emergencies or other exigent situations shall be established in writing by the chancellor, and copies of the written protocol shall be on file in the office of the director for the Physical Plant and the office of the chief of the Department of Public Safety for the Portales campus, the physical plant for the Ruidoso Campus, and the Physical Plant and Security Department for the Roswell campus.
- 18. Regular Hours.** The regular hours of each building, during which all usual entrances and exits are kept unlocked, shall be determined by the area executive administrator and/or the president.

 - A. Current listings of regular hours shall be delivered by the responsible department to the area executive administrator, Physical Plant and the Department of Public Safety for the Portales campus, Physical Plant and the and the executive administrator for the Ruidoso Campus, Physical Plant and Security Department for the Roswell campus.
- 19. Students.** Students who must have keys issued to perform obligations shall be held responsible in the same manner as employees. Such keys shall be issued to a specific individual. (*This does not apply to resident keys for student housing.*)
- 20. Exceptions.** Any exceptions to this policy must be approved by the campus president in writing.

Approved by the Board of Regents, May 12, 2006.

Approved by the Board of Regents, April 22, 2022