45-3 Key Authorization, Issuance and Security

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

2. Policy. The policies established in furtherance of the above purposes are as follows:

   A. Access to University facilities is a privilege which can be revoked at any time.

   B. Keys shall be issued solely for use by the person to whom they are assigned; when duties no longer necessitate use of a specific key, it shall be returned to the University rather than kept or passed to another employee.

   C. Keys shall be issued and assigned 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 who is issued a key to assist in maintaining security.

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

   G. Keys shall be provided only by Physical Plant. All locks used to secure University property shall be approved by Physical Plant and keyed to the University 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 or her job responsibility. The issuance, control and inventory of keys shall rest with the unit director assigned that task for each administrative unit. Costs associated with key misuse, loss or non-return which are not collected from the authorized user shall be borne by the authorized user’s administrative unit.

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

   J. Employees, such as those involved in maintenance and security, who must use grand master, master or multiple master keys to perform their duties shall only be issued such keys for the duration of a daily work shift.

   K. 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.
L. University Police shall check the security of buildings after regular hours.

M. Pursuant to NMSA 1978, §§ 30-14-2 and 30-14-3, key duplication or copying of keys to any University property, except through procedures below, is prohibited by law.

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

O. It is understood that these policies and procedures cannot remain effective unless each employee of the University 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. "Key" shall mean any device, including magnetic cards, combinations and traditional metal keys, issued to employees and students by the University 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. (See sections 13. and 21. below.)

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

4. **Administration.** These procedures shall be administered by the director of Physical Plant (the director) with oversight by the vice president for Business Affairs (VPBA) and with appropriate consultation with the executive director for Planning and Analysis (the EDPA).

5. **Authorization.** Authorizations for key requests shall be given for the lowest level access possible. Separate change keys (the lowest level of key issued) shall 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 Masters: Issued for individuals with designated responsibility for wider access within a given administrative unit.

   C. Building Masters: Issued by presidential approval only.

   D. Grand Masters: Issued by presidential approval only.

   E. Authorization Table: Using the above guidelines, key requests shall be authorized according to the following table:
<table>
<thead>
<tr>
<th>DOOR</th>
<th>AUTHORIZATION LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior Doors Administrative/Academic</td>
<td>Appropriate Vice President, Executive Director or Dean</td>
</tr>
<tr>
<td>Office Door</td>
<td>Appropriate Dean or Unit Director</td>
</tr>
<tr>
<td>Classroom/Lecture Hall</td>
<td>Appropriate Dean*</td>
</tr>
<tr>
<td>Laboratory</td>
<td>Appropriate Dean or Unit Director</td>
</tr>
<tr>
<td>Student Housing</td>
<td>Director of Housing</td>
</tr>
<tr>
<td>Mechanical Rooms (Boiler, Electronic, Custodial)</td>
<td>Director of Physical Plant</td>
</tr>
<tr>
<td>High Risk Areas</td>
<td>President</td>
</tr>
<tr>
<td>Padlock</td>
<td>Appropriate Dean or Unit Director</td>
</tr>
<tr>
<td>Area Key</td>
<td>Appropriate Dean or Unit Director*</td>
</tr>
<tr>
<td>Department Master</td>
<td>Appropriate Dean or Unit Director</td>
</tr>
<tr>
<td>Academic Building Master</td>
<td>President</td>
</tr>
<tr>
<td>Administrative Building Master</td>
<td>President</td>
</tr>
<tr>
<td>Student Housing Building Master</td>
<td>Vice President for Student Affairs</td>
</tr>
<tr>
<td>Grand Master</td>
<td>President</td>
</tr>
</tbody>
</table>

*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.

F. Furniture keys (including file cabinet and desk keys) shall be controlled by the department using the furniture and supplied by Physical Plant.

6. Key Requests.

A. All key requests shall originate with the unit director on a key request form provided by Physical Plant.

B. A request for any key above the level of change key (the lowest level of key issued) and furniture key must be:

   (1) reviewed by the EDPA to ensure that the space has been assigned to the prospective authorized user, and
   (2) reviewed by Physical Plant 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 key will be cut.

E. Blank key request forms shall be prepared by Physical Plant and distributed appropriately to administrative units.

7. **Key Issuance and Records.**

A. When a key is ready it may be picked up by the authorized user.

B. The authorized user must sign for each key. Signing for any key indicates that the authorized user agrees to comply with all applicable University policies and procedures.

C. Key issuance records shall include, but not be limited to:

   1. Name of the authorized user,
   2. The authorized user's University identification number (or, in the case of non-University key holders, another appropriate identification number),
   3. Key issued,
   4. Date of issue,
   5. Signature and administrative unit of authorizing person and date of signature,
   6. The authorized user's signature and
   7. The following stated agreement:

   > I understand and agree that my paycheck(s) may be withheld by the University to secure payment of the costs of re-keying in the event that the above keys are lost, stolen or if I do not return any of the above keys upon request or upon termination of my employment.

8. **Key Return.** All keys must be returned to Physical Plant when no longer needed or when authorization expires.

A. It is the responsibility of unit directors who authorize the issuance of keys to insure that 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 authorized user'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 at the appropriate time. If an employee fails to pay the re-keying charges, the administrative unit 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 15. below.

9. **Lost or Stolen Keys.** Lost or stolen keys shall be reported to the appropriate unit director, Physical Plant, University Police and Purchasing (which shall consult on notifying Risk Management). Replacement keys may be obtained as follows:

A. A key request, accompanied by a copy of the University Police report, must be submitted to Physical Plant. It shall be noted on the key request that the keys 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 administrative unit.
C. An audit of an individual’s keys and key record may be conducted to determine if additional keys are also missing.

10. **Key Replacement.** The cost of replacement of lost, stolen or misused keys shall be charged as described in sections 9. above and 15. below. Charges shall be based on replacements needed for the level of security which has been compromised. A damaged or worn key will be replaced at no charge, providing the old key is returned to Physical Plant.

11. **No Transfers.** Keys may not be transferred to another person. An individual who no longer requires a key is required to return the key. (See section 8. above.)

12. **Duplicating Prohibited.** Duplication or copying of University keys is a criminal misdemeanor and, additionally, shall result in disciplinary action appropriate to such conduct.

13. **Key "Loaning" by Physical Plant.**
   
   A. When any employee wishes to have a building opened after regular hours or on weekends, the employee shall:
      
      (1) notify the facilities use coordinator to be sure the room is available;
      (2) contact Physical Plant to be sure a "loaner" key is available;
      (3) take a memo, signed by the unit director or another appropriate administrator, to Physical Plant to pick up the key (the memo shall include the statement set forth in section 7C.(7) above and an account number to be charged in the event key replacement becomes necessary) and
      (4) return the key on the next work day after the event.

   B. When a student wishes to have a building opened after regular hours or on weekends, a faculty, staff or administrative sponsor must follow the procedure set forth in section 13A. above.

   C. Physical Plant shall notify University Police of the use of the building so that police may check the security of the building after hours.

14. **Key Inventory Forms.** Each administrative unit shall keep its key inventory records in writing on forms which shall be provided by the VPBA.

15. **Re-Keying Charges.** Re-keying charge rates shall be posted conspicuously at the place where keys are issued by Physical Plant.

16. **Key Audits.** As a verification of key records, a key audit of an administrative unit and/or of an individual may be performed by the University. 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 Physical Plant director as needed.

17. **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 administrative unit or individual using the locks.

18. **An Exception: Contractors.** Keys shall not be issued to contractors without approval of the president.

19. **An Exception: 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. The protocol for such daily issuance and return shall be established in writing by the VPBA, in consultation with the vice president for Student Affairs and the facilities use coordinator, and shall be administered by the director. Copies of the written protocol shall be on file in the office of the director and the office of the chief of University Police.

C. Audits of such keys shall be conducted on a regular basis, no less often than monthly.

20. An Exception: 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 president, and copies of the written protocol shall be on file in the office of the director and the office of the chief of University Police.

21. Regular Hours. The regular hours of each building, during which all usual entrances and exits are kept unlocked, shall be determined by the administrative unit or units using that building, subject to approval of the facilities use coordinator and the president.

A. Such regular hours shall be prominently posted in the building.

B. Proposed changes in regular hours shall be published in the next two (2) issues of the Monday Memo and posted in a conspicuous part of the affected building for ten (10) days prior to the change.

C. Current listings of regular hours shall be delivered by the responsible administrative unit to Physical Plant and the University Police.

22. 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.*)

Amended version approved by University Policy Council September 19, 2005.
Approved by the Board of Regents on May 12, 2006.