



## Access Control Policy & Procedures

### **Purpose:**

The purpose of this policy (procedure) is to document and communicate the process of Access Control and issuance of access to facilities provided by the University of New Mexico, Branch of Los Alamos. Our goal is to provide the highest degree of security possible for our students, faculty and staff and to safeguard the property of the university and the personal property of those who work and study at the University of New Mexico.

Proper control of keys requires assigning responsibility for the keys to the users—faculty, staff and others who are issued keys. In this policy, key(s) are defined as manual “physical key(s).”

### **Environment:**

The buildings and facilities of UNM-Los Alamos are available for general use by University employees and by students for educational purposes. During scheduled hours, the buildings are open (outside doors unlocked) for classes, meetings and other activities as required. When external building doors are locked, a security code is engaged and entry will set off an alarm and call to the Los Alamos Police Department. If you need the campus opened during after hours, please make special arrangements with Auxiliary Operations (we are located in Building 8) and we will accommodate your needs.

### **Responsibility:**

Responsibility for the security of campus buildings, the issuance of keys and record keeping is assigned to Auxiliary Operations. The installation and maintenance of locks, manual and electronic lock hardware, and other non-electronic push button access control systems is the responsibility of the Auxiliary Operations Department. However all employees, faculty and staff are part of the safety and security of the campus environment.

Auxiliary Operations will keep and maintain records of keys issued to all university employees and faculty.

Key transfers from one person to another are **STRICTLY PROHIBITED**. Unauthorized keys will be confiscated and returned to Auxiliary Operations. **Key(s) shall ONLY be issued by Auxiliary Operations.**

### **Issuance of Keys:**

Directors, Deans or Department Managers initially review key requests and/or lock changes. Final approval of key issuance rests with the Director of Business Operations. The key-holder to any university facility assumes responsibility for the safekeeping of that key and its use.

Before a key can be issued out to an individual, there must be a letter from a Director, Dean or Department Manager requesting it.

All persons wishing to be issued a key must have an ACTIVE Banner ID Number and a valid photo ID (Lobo ID Card or Valid State or Government Issued ID).

### **Re-keying:**

Requests for re-keying must be approved and submitted to Auxiliary Operations by the Director, Dean, Department

Manager or those persons authorized by the department heads. All requests for lock and key or maintenance requests should be made through the TMA work order system. The request will be sent to Auxiliary Operations for implementation. The requesting department will be given an estimate for work if not covered under normal maintenance.

In order to receive a new key upon the completion of a re-keying, the old key(s) must be returned in person to the Auxiliary Operations Office.

### **Return of Keys:**

When an employee separates employment, retires, transfers departments, is terminated, changes assignments, or no longer needs a key, the issued keys must be returned. All keys must be returned to the Auxiliary Operations. Failure to return issued keys will result in a charge to the individual for a lost key(s). The charges will be posted to the individuals account through the Banner ID Number provided.



### **Lost, Stolen Keys:**

Lost keys must be reported to Auxiliary Operations and the appropriate Director, Dean or Department Manager immediately. Replacement of a lost, stolen key will require a new request and authorization by the Department Head and a paid receipt for the key(s). Key holders will be required to pay a replacement fee for lost keys and, if necessary, the cost for a change of the core(s). The lost key charge is \$25/key for general keys and \$50/key for sub and master keys. The fee will be submitted to the Cashiers Office. If the lost key is later found, it must be returned to Auxiliary Operations and a refund will be issued if found within 12 months of original report date unless cores have been changed or other costs have been incurred.

Stolen keys must be reported to the Auxiliary Operations and the Director, Dean or Department Manager immediately. A replacement key must be approved by the Dean, Director or Department Manager.

### **Broken or Damaged Keys:**

If a key is broken or damaged, the remnants will be returned to Auxiliary Operations. If the key is broken off in the lock, it must be reported to Auxiliary Operations without delay. A new key will be issued after the damage is verified. A replacement key may be requested at Auxiliary Operations with proper Lobo ID or State issued ID. There is no charge for the replacement of damaged or broken keys.

### **Policy Violations**

The following acts are examples of violations of the key policy:

- ◆ Loaning keys
- ◆ Transfer of keys without authorization
- ◆ Unauthorized duplication of keys
- ◆ Altering keys, locks or mechanisms
- ◆ Damaging, tampering or vandalizing any university lock or hardware
- ◆ Propping open secure doors
- ◆ Admitting unauthorized person(s) into the building
- ◆ Failure to return a key when requested by Auxiliary Operations upon leaving the employment of the university.
- ◆ Failure to report missing key(s)
- ◆ Installation of an electronic lock device without notification and approval of Auxiliary Operations.

Persons in violation of this policy may be issued a university disciplinary action and/or assessed damage and replacement costs.



## Access Control Policy & Procedures—Signature Page

By signing, I have read and will be in compliance with the UNM—Los Alamos Access Control Policy & Procedures.

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PRINT NAME

\_\_\_\_\_  
LOBO BANNER ID (REQUIRED)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
UNM DEPARTMENT

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE