Subject: Responsibility and Request for Keys		Policy Number: ADM: 10
Revision Number: 02	Effective Date: 11/17/2025	Original Issue Date: 01/15/1993

1) PURPOSE

a) The purpose of this policy is to establish responsibility and delineate the request process for keys to departmental buildings.

2) POLICY

a) It is the policy of the Department of Public Safety to provide the highest level of security for department facilities. Partly, this is accomplished by establishing a process for requesting keys to facilities as well as establishing a position responsible for maintaining those keys.

3) APPLICABILITY

a) This policy applies to all employees of the Department of Public Safety.

4) REFERENCES

a) **NONE**

5) DEFINITIONS

a) **DPS** – The Department of Public Safety.

b) **Sargent KESO High Security Key** – A specially made key that cannot be duplicated by a locksmith; it must also be ordered by authorized personnel only directly from the company. The authorized personnel for the DPS are the DPS Chief Security Officer (CSO) or the representative designated by the Secretary.

6) OPERATIONAL PROCEDURES

a) It is the policy of the DPS that each employee is responsible for Sargent KESO keys issued to them. If an employee is transferred, retires, or terminates employment, he/she will return key(s) to the DPS chief security officer or to the state police district commander or appropriate division director.

b) It is the responsibility of each bureau chief, district commander, and division director to ensure that all keys are returned by employees who transfer, retire or terminate employment.

c) Every employee will cooperate to ensure the security of departmental offices/buildings.

d) **Request for Keys**
   i) All key requests will be made on the Key Request Form and forwarded to the CSO for final approval.
   ii) Headquarters (HQ) building – Requests for existing keys will be made to the appropriate division director, through the chain-of-command.
   iii) District offices/remote sites – Requests for existing keys will be made to the district/section commander, through the chain-of- command.
   iv) NM Law Enforcement Academy – Requests for existing keys will be made to the Training and Recruiting Division director, through the chain-of-command.
   v) Requests for new Sargent KESO keys will be made to the CSO, through the chain of command, on the Key Request Form. All state police district offices or other remote sites with locks requiring non-Sargent KESO keys will request purchase orders to have their local locksmiths make the keys needed.
   vi) Supervisors are required to complete a DPS Issued Tangible and Intangible Property-Classified Employees form when issuing keys to classified employees. A copy of the form shall be maintained by the supervisor and a copy given to the employee. Returned keys shall be documented on the same form.

e) **Sargent KESO High Security Cylinder Repairs or Replacement**
   i) Requests for repairs or replacements of Sargent KESO locks or cylinders will be made in writing to division directors, through the chain-of-command and forwarded to the CSO for final approval.

f) **Master Key Requests**
   i) It is the responsibility of the deputy secretaries and division directors to authorize the issuance of DPS HQ office and building master keys based on actual need. Recommendations from supervisors/managers for the

issuance of HQ master keys will be made in writing to the division directors. The final determination on issuing HQ master keys lies with the chief security officer. State police district commanders are responsible for authorizing and issuing master keys for their district offices.

g) **Desk and File Cabinet Key Requests**
   i) Each bureau chief or district commander is responsible for the replacement of all desk and file cabinet keys. Costs will be incurred by individual bureau budgets and purchased through local locksmiths.

h) **Lost or Stolen Sargent KESO Keys**
   i) Employees are required to report any missing/stolen keys in writing to the chief security officer through the chain-of-command. The employee will state the place, time, location, and circumstances describing missing or stolen key(s). All written reports of lost or stolen keys will be forwarded to the CSO for retention. The CSO will forward the lost/stolen reports to the Standards Bureau for review/investigation.

7) ATTACHMENTS
   a) **NONE**

8) APPROVAL

APPROVED BY: _____ **DATE:** 11/17/25
DPS Cabinet Secretary