



## Department of Information Technology

**TITLE: Physical Access Control for DoIT Facilities**

ISSUE DATE: 6/3/08  
EFFECTIVE DATE: 9/1/08

**POLICY NUMBER: DOIT-773-3102-001-A**

REVISED DATE:  
NEXT REVIEW DATE: 9/1/09

### **AUTHORITY:**

Department of Information Technology Act HB959, Sections 6-E3, 6-H1

### **REFERENCES:**

- A. Statewide Standard, Personnel Security S-STD-011, (OCIO)
- B. State Personnel Board Rule, 1 NMAC 7, 11 Discipline

### **PURPOSE:**

Assure a secure environment for all services provided by DoIT; that will protect against unauthorized access, detect attempted access and activate an effective response. Overall physical security needs may be assessed with regard to hardware, software, and enterprise infrastructure which includes voice, data, and radio services within the Simms Building and other DoIT facilities.

### **SCOPE:**

All DoIT employees, other State of New Mexico agency staff that have business functions related to equipment hosted at a DoIT Facility, all State of New Mexico employees assigned to work at a DoIT Facility, all visitors of a DoIT Facility, and all contractors that provide service for DoIT.

### **DEFINITIONS:**

- A. Access Control System: An automated system that manages access to secure locations and has the ability to track, record, and alarm.
- B. Access Control Badge: An identification badge that has programmable access to secure entrances.

- C. Access Control Reader: An intelligent device that detects authorized personnel in and out of secure areas quickly by reading an Access Control Badge. The device is mounted in direct contact to an entrance or exit of a secured location.
- D. Building Access Control Request Form: An Access Control Request Form is used to request access to the Department of Information facilities and Data Centers.
- E. Authorized Sponsor: An authorized DoIT employee that escorts a visitor in the DoIT Facility in secured areas.
- F. Active Contract: A contract that has been awarded to a vendor to produce a service for DoIT and is still in effect and has not expired.
- G. Agency: A department, commission, board, or institution of the State of New Mexico.
- H. CIO: Chief Information Officer.
- I. Contractor: A person that is not a state payroll employee and has an active contract with the DoIT.
- J. Custodian: A GSD/BSD employee assigned to perform maintenance and janitorial services at a DoIT facility.
- K. Data Center: Simms Building facility that is used to house computer systems and associated components, such as telecommunications and storage systems.
- L. DoIT: Department of Information Technology.
- M. DoIT Facility: Simms Building, Tiwa Telecommunication Room, Education Telecommunication Room.
- N. Long Term: More than thirty days.
- O. Office of Security: DoIT Office of Security that is responsible for maintaining a secure business environment through policy development and enforcement.
- P. Secured Areas: Locations in the Simms Building that are restricted with Access Control Readers.
- Q. Security Control Station: Security Control Station located in the front of the Simms facility. Houses Access Control and Video monitoring equipment along with day to day Security operations.
- R. Tailgating: The practice of following a valid user through an open door without using an access control badge.

- S. Temporary Access Control Badge: A badge that is worn by a DoIT employee who has either forgotten, lost, or misplaced their Access Control Badge.
- T. Visitor: A person that has business at a DoIT Facility and is not an employee or long term contractor.

**POLICY:**

The Office of Security shall develop, implement and maintain a coordinated statewide Security plan for DoIT in which the Access Control for DoIT Facilities is defined as follows:

- A. The Office of Security will be responsible for the Access Control System.
- B. An Access Control Badge will not be loaned or transferred.
- C. An Access Control Badge will not be duplicated or copied.
- D. All visitors must be escorted by the authorized sponsor or security staff at all times.
- E. Tailgating through any secured access will only be permitted in the event of an emergency.
- F. Access Control Badges will be worn in clear view and not hidden or obscured by clothing or attire.
- G. Any lost Access Control Badge must be reported within one hour (or as soon as discovered) to the Office of Security as well as to their immediate supervisor.
- H. All non DoIT personnel must sign in before entering into the Data Center and sign out when exiting.
- I. The Data Center must only be accessed for business related functions.
- J. An Access Control Badge will be issued to correspond with a DoIT employee's job duties
- K. Visitor, Contractor, Custodian, and Temporary badges will only be issued when picture identification is rendered.
- L. An employee that forgets or misplaces their Access Control Badge must render picture identification upon receipt of a Temporary Access Control Badge.
- M. A DoIT employee or agency employee that is issued an Access Control Badge and is terminating, transferring, or being reassigned to a new work area, must surrender their Access Control Badge to the Office of Security.

## PROCEDURES:

1. All State of New Mexico employees and contractors that require long term access to a DoIT Facility will be required to fill out the *Building Access Control Request Form*.
2. Agency staff that require access to a DoIT Facility, an Access Control Badge will only be issued with the presentation of a completed *Building Access Control Request Form*, which has been approved by the agency CIO and Office of Security. Requesters will be notified by the Office of Security when the Access Control Badge is available.
3. Access Control Badges will be issued only to areas specific to job duties and responsibilities.
4. For DoIT staff that require access to a DoIT Facility, an Access Control Badge will only be issued with the presentation of a completed *Building Access Control Request Form*, which has been approved by their direct supervisor, Division Director and Office of Security. Requesters will be notified by the Office of Security when the Access Control Badge is available.
5. Contractors that require long term access to a DoIT Facility, an Access Control Badge will only be issued with the presentation of a completed *Building Access Control Request Form*, which has been approved by the Office of Security. Requesters will be notified by the Office of Security when the Access Control Badge is available.
6. A Temporary Access Control Badge can be granted for up to five (5) working days. If the Temporary Access Control Badge is lost and not found or recovered after five days, a one time badge replacement will be authorized at no cost to the employee. If the employee loses the Access Control Badge there after, that employee will be responsible for the replacement costs to be defined by the Office of Cost Recovery.
7. All Temporary Access Control Badges will be obtained and returned to the Security Control Station each day that the badge is required.
8. A *Building Access Control Request Form* must be re-submitted to replace a lost badge.
9. A DoIT employee or agency employee that is issued an Access Control Badge and is terminating, transferring, or being reassigned to a new work area is required to return their Access Control Badge to the Office of Security by the end of the last scheduled workday. Access to the new work areas will be issued when a new *Building Access Control Request Form* is completed and authorized by the Office of Security.

10. *Building Access Control Request Forms* will be kept on file up to one year. If no activity is shown within the one-year period, badge will be disabled. Then a new form will need to be completed to reestablish Access.
11. After hours access Monday through Friday (5:00 p.m. to 7:30 a.m.) and weekends for short-term contractors and visitors require the DoIT Sponsor to notify the Office of Security twenty-four (24) hours in advance. The DoIT Sponsor must be present for escort. However, in the event of an emergency or a major outage the DoIT sponsor can alert the Security Control Station.
12. After hours access Monday through Friday (5:00 p.m. to 7:30 a.m.) and weekends for temporary employees requires the employee's direct supervisor to notify the Office of Security twenty-four (24) hours in advance. If it is an emergency or due to an outage then the employee's direct supervisor must alert the Security Control Station.
13. EXCEPTIONS TO THIS RULE WILL BE MADE ON CASE BY CASE BASIS BY THE OFFICE OF SECURITY ONLY.

**FORMS:**

- A. Building Access Control Request Form.
- B. Policy Acknowledgement Form

**MANAGEMENT:**

- A. It is the responsibility of the agency's Human Resources (HR) Office to promptly notify the DoIT Office of Security of an employee's separation or termination of employment. The HR Office is responsible for assuring that the Access Control Badge is returned to the Office of Security.
- B. An Access Control Badge may be revoked immediately by the Office of Security when the use is not in the best interest of the State of New Mexico.
- C. Appropriate and timely notification will be made regarding change(s) in policy or procedures, as deemed appropriate by the Secretary of DoIT.
- D. Each reported infraction of this policy will be handled on its own merit and may be subject to disciplinary action in conjunction with the State Personnel Board Rule, 1 NMAC 7, 11 Discipline.
- E. The Office of Security will review this policy annually in accordance with the DoIT Security Plan.