CONTROLLING ACCESS TO UNIVERSITY FACILITIES

A. POLICY

1. It is the Policy of Syracuse University that all electronically secured University buildings will have a single access control system for managing external doors. Exceptions will be allowed where the technology cannot be reasonably supported (e.g., wood frame structures on Ostrom Avenue do not currently have network connectivity).

2. Approval for access for any building will be at the discretion of the Cabinet Officer assigned responsibility for the building or area of a building. Approval will be coordinated through the Department of Public Safety (DPS) and the Department of Energy and Computing Management (ECM).

B. INFORMATION

1. The policy establishes responsibility for determining and implementing external access controls to University buildings and facilities located on the Syracuse University campus and/or operated by Syracuse University and falling within the jurisdiction of DPS.

2. The policy further describes the University's requirements and expectations for the proper use of electronic security systems and provides for the monitoring of external access to University facilities equipped with electronic access control systems.

C. PURPOSE

1. The policy seeks to enhance the safety of University community members, the security of University and personal property, and the ability of DPS and other appropriate law enforcement agencies to investigate and prosecute security incidents by requiring the following:

   a. there are defined rules regarding who shall have access to facilities, including the times of the day and days of the week when access is authorized;

   b. the responsibilities for determining and administering such access permission are clearly assigned and understood; and

   c. notification of incidents of unauthorized access (or attempted access) to DPS and other appropriate organizations is efficient.

D. SCOPE

1. The policy applies to all facilities on the University's North and South Campuses, as well as those other University-operated facilities located within the jurisdiction of DPS.

E. **GENERAL RULES**

1. Directors and Managers will instruct each member of their staffs who requires electronic access to obtain and maintain a valid SU ID Card.

2. Access privileges will be in effect concurrent with SU ID status, and will follow all changes to SU ID status. Students, staff, faculty, and others are responsible for maintaining their SU ID Cards in an active status. If an SU ID card is damaged, the cardholder should notify the SU ID Card Office during regular business hours. If an SU ID card is lost or believed stolen, the cardholder should immediately contact the SU ID Card Office, during regular business hours, or DPS at all other times.

3. The propping open of secured doors, or otherwise interfering with the locking mechanism or door parts in order to render the door insecure, or any attempt to incapacitate security device or alarm component, is not permitted.

4. Willful or intentional violation of a door equipped with an alarm device, including those equipped with delayed exit alarms, will be addressed by appropriate disciplinary action.

5. Any department that schedules contractors, vendors, or others to enter the building during "closed" hours must ensure appropriate communication of access policies and adherence to procedures.

F. **RESPONSIBILITIES**

1. BUILDING COORDINATORS (OR DESIGNEES)

    a. Approve building or area access privileges under the terms of the policy.

    b. Coordinate and/or schedule building or area lock and unlocking, holiday schedules and other events with ECM.

    c. Maintain a current list of all Area Coordinators and coordinate all access requests.

    d. Provide reports as requested of all individuals having access to the building for which they are responsible.

    e. Provide a building occupancy schedule, i.e., the daily locking and unlocking times, to DPS and ECM each time an occupancy schedule is modified.

2. AREA COORDINATORS

    a. Approve access privilege requests for the secured area to which they are assigned under the terms of the policy.

    b. Coordinate and/or schedule area lock and unlocking, holiday schedules and other events with the Building Coordinator at least 24 hours in advance of required change.

3. INFORMATION TECHNOLOGY AND SERVICES

    a. Assure the reliability and performance of network services necessary to enable operation of computer-based security systems.

  b. Develop the information security policy relating to the use of the University's information technology.

4. DEPARTMENT OF ENERGY AND COMPUTING MANAGEMENT

  a. Participate on all committees related to building access control and security.

  b. Notify DPS of any system related issues that may impact a building's status as secured.

  c. Provide secure access to the system, training, and reports to the departments/individuals responsible for managing the access monitoring system.

  d. Provide supervision of the Access Control System 24-hours a day, seven days a week to ensure system availability.

  e. Coordinate with DPS to ensure technical compliance with the provisions of this policy campus-wide.

  f. Assist in system administration.

  g. Participate in system design.

  h. Assist in supervising the installation of access monitoring systems.

5. DEPARTMENT OF HOUSING, MEAL PLAN, AND ID CARD SERVICES

  a. Issue SU ID cards and apply standard access levels for students, faculty, and staff

  b. Provide central administration for access to residence and dining halls.

  c. Provide service for maintenance issues related to door hardware in the residence and dining halls.

6. DEPARTMENT OF PHYSICAL PLANT

  a. Repair and maintain all end devices including, but not limited to, card readers, door hardware, detection devices, wiring, etc.

  b. Assess problems, orders materials, and make repairs should a component malfunction or require replacement.

  c. Facilitate a high-priority response to electronic access system failures, in coordination with the ECM Operations Center.

  d. The Director of Business and Facilities Maintenance Services, or his/her designee, may authorize access to any campus facility for reasons of emergency maintenance or repair on an as-needed basis. Such emergency access shall be communicated promptly to the appropriate Building Coordinator during normal business hours.

7. DEPARTMENT OF PUBLIC SAFETY

  a. Participate on all committees related to building access control and security.

  b. Provide alarm response.

  c. Assist in system administration.

d. Participate in system design.

e. Assist in supervising the installation of access monitoring systems.

f. Monitor access alarm activation for all controlled access locations and dispatch appropriate personnel to resolve violations. Alarm activations include:

    i. Duress alarms

    ii. Intrusion alarms

    iii. Exit alarms

    iv. Propped door alarms during controlled hours

g. Report any system malfunctions or maintenance issues to ECM operations.

h. Coordinate, in the event that a location cannot be secured, response with ECM and other personnel until the location is secured.

i. Any Public Safety Duty Officer or Shift Commander, or any Safety Department employee, may authorize access to any campus facility in any situation affecting safety of persons or property. Such emergency access shall be promptly communicated to the appropriate Building Coordinator during normal business hours.

8. OFFICE OF CAMPUS PLANNING, DESIGN AND CONSTRUCTION

a. Notify ECM in a timely manner of each ODC project which may result in installation of card-controlled access equipment and identify an appropriate ODC contact person for each project.

b. Coordinate, during the design process, with the various departments impacted by access control, DPS, ECM, maintenance zone, the occupants of the building, the project architect and others as required.

c. Any Project Manager within the Office of Design and Construction may arrange access for, and take delivery of necessary keys for use by, any contractors who require non-public-hours access to campus facilities in order to complete work required by appropriate contract.

G. **PROCEDURES**

1. DETERMINATION OF ACCESS SCHEDULES AND CONTROL MECHANISMS

a. For each building or area falling within this policy, a responsible Cabinet Officer has been designated. Each Cabinet Officer shall designate, for each building or area within his or her responsibility, one or more individual(s) to administer facility access.

b. The responsible Cabinet Officer, or his/her designee, shall determine a schedule detailing the days and times, if any, at which the facility will be open to members of the University community and/or the public.

c. Requests for access requiring the building to be opened/unlocked other than during the normal schedule shall be sent to DPS and ECM 24 hours in advance. Such access must be approved by the assigned Building Coordinator (or designee).

2. GAINING ACCESS TO CONTROLLED FACILITIES

   a. Students, staff, faculty and others who wish to have access to University facilities, but who do not have an individual SU ID Card, must apply for a card at the ID Card Office located on the second floor of Steele Hall.

   b. Upon activation of the SU ID Card, requests for access to each specific facility must be made to the Building Coordinator (or designee) with responsibility for that building or area.

   c. The Building Coordinator (or designee) shall enter the specific authorization into the University's centralized card access control system.

   d. The responsible Cabinet Officer, Dean, Director, Department Head or designee may determine specific, objective criteria (e.g., program of academic study, course registration, work location, campus housing assignment) which will be used to determine access approval for a specific period of time, either in a single instance or on a continuing basis.

   e. In case of an emergency or other need to enhance safety, access to the facility will be directed by DPS, the Department of Physical Plant, or such other University department or departments with the appropriate expertise to address the circumstances presented. Appropriate personnel from these departments shall be granted immediate access to any campus facility as required to address the circumstances presented.

H. TRAINING

1. ECM shall conduct security system education and training. Building Coordinators (or designee) are required to attend training before they may access the system.

   a. Building Coordinators (or designee) are required to attend training and to encourage selected building occupants to attend training in order to:

      i. add, change, or delete access privileges for individual card holders;

      ii. properly use card readers;

      iii. properly use entry and exit doors;

      iv. properly use loading docks and receiving areas;

      v. properly respect access prohibitions to restricted areas;

      vi. develop a basic understanding of the security system and how it functions;

      vii. properly share responsibility for building security; and

      viii. serve as a local resource in matters related to their facility's security.