

FERRIS STATE UNIVERSITY

DIVISION OF ADMINISTRATION AND FINANCE

Security Access Control Policy

Administration and Finance Business Policy

Policy Number: 2025:XX

This Policy pertains to security access control systems on campus to enhance the safety and security of students, faculty, staff, and visitors. The University recognizes that safeguarding the personal welfare of its students, staff and visitors is of paramount importance.

SCOPE AND APPLICABILITY

Ferris State University (FSU) operates an access control system (ACS) for the purpose of creating a safer environment for all those who live, work and visit the campuses of FSU. The use of ACS is intended to deter crime and assist in protecting the safety and property of the University community. In conjunction with the Security Camera Policy, this policy addresses the University's safety and security needs while respecting and preserving individual privacy. This will enhance the student experience by leveraging technological capabilities to enhance safety for students as well as for faculty and staff.

The purpose of this policy is to regulate the installation and appropriate management of access control. This policy applies to access controls installed or activated – permanently or on a temporary basis. The existence of this policy does not imply nor guarantee that access control units will be monitored in real time.

POLICY

Efforts to promote campus safety and security by the installation of the ACS is primarily focused on, but not limited to, protection of individuals and property — including students, faculty, staff, and visitors. ACS may be used to monitor:

- University-owned and/or operated property and buildings;
- Any other area deemed as necessary.

Access control records shall not be made public, nor shall they be released to, provided to, or otherwise made accessible to any person, party or entity inside or outside of the University, without the University's express permission, or as required by law.

No department or individual may install or operate an ACS. Requests for access control will be reviewed by the Campus Security Team (CST).

Any abuse of this policy is subject to disciplinary action. This policy complies with all state and federal laws.

RESPONSIBILITIES

Location of and access to records for the ACS, the technology, and the related strategy will be managed by the Campus Security Team (CST) which includes (but not limited to):

- Department of Public Safety
- Facilities Management
- Information Technology Department
- Safety, Health, Environment, and Risk Management Office (SHERM)
- Purchasing
- Student Affairs - including Housing
- Academic Affairs
- Overarching guidance of the Vice President of Administration & Finance

The CST may grant exceptions to this policy. Exceptions, including their rationale, must be documented in writing.

Access to the ACS will be granted to a limited number of staff members as approved by the CST, based on requests from the Dean, Associate Vice Presidents (AVPs) or Vice Presidents (VPs) based on a business case need.

All ACS data/information is stored in a secure, centralized area for a minimum of thirty (30) days, unless exported and retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Director of Public Safety or their designee.

The Associate Vice President of Facilities Management or their designee is responsible for the testing and coordination of the support and maintenance of all access control devices that are part of the University's ACS. This includes maintaining a master list of all devices and locations. They are responsible for the installation, support, maintenance, replacement, and decommissioning of hardware and software components that comprise the University ACS with the assistance of the CST noted above.

All requests to obtain records must be submitted via the Freedom of Information Act (FOIA) to the FSU General Counsel's office.

CORRESPONDING POLICIES /PROCEDURES

- A. Security Access Control Procedures
- B. Security Camera Policy

C. Security Camera Procedures

CONTACTS

For more information, please contact the following departments:

- Department of Public Safety
- Facilities Management
- Information Technology

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