

FERRIS STATE UNIVERSITY

DIVISION OF ADMINISTRATION AND FINANCE

Access Control Procedures

Administration and Finance Business Procedures

Procedure Date: 2025:5

Policy Reference: 2025:XX

PROCEDURE

Ferris State University (FSU) has created the Campus Security Team (CST), which is responsible for centralizing the operation, maintenance, and administration of the Access Control System (ACS) used to monitor, lock, and unlock doors across campus. These procedures will be continuously modified to accommodate the growth of this effort.

NEW CONSTRUCTION & MAJOR REMODELS

Facilities Management, with support from professional consultants, has developed a campus access control standard that will apply to all new construction and major remodels. Facilities Management understands that the building's needs may exceed the standard, and it will collaborate with the building occupants to include any additional access control necessary to provide the desired coverage of the building. The cost of the access control, data cables, license, and installation will be included in the construction costs of the project.

REQUESTS FOR NEW ACCESS CONTROL IN EXISTING FACILITIES

Departments may submit a request for access control with the Dean's, Associate Vice Presidents (AVPs) Vice President's (VPs), approval. The CST will review the request and either approve or deny it based on the attributes noted below. If approved, the CST will cover the cost of installation and ongoing operation for the additional access control. If the request is denied, the department may not, under any circumstances, install an alternate access control system or access control device.

ATTRIBUTES REQUIRED FOR A NEW ACCESS CONTROL REQUEST

Users wishing to request access control will need to provide the location requested, the number of doors, and an assessment of the security needs.

The request will be managed via a form that includes (but is not limited to) the following characteristics:

- Risk Level Assessment
- Cash Handling
- High Traffic Areas
- Existing Access Control Locations and Coverage

EMPLOYEE BUILDING ACCESS

Users will automatically be given access to the building in which their primary office is located using an integration between Banner and the ACS. However, users can request additional access to other buildings and interior spaces protected by access control. The request must include the buildings and rooms, the time frame, a justification, and approval by a Dean, AVPs, or a VP.

HOUSING STUDENT BUILDING & ROOM ACCESS

Housing students will automatically be given access to the building and the suite they are assigned (if the building has suite access control) using an integration between Banner and the ACS. Housing Residents will automatically be removed when they are no longer housing residents, and their access will automatically be updated if their building and/or room assignment changes.

STUDENT BUILDING & ROOM ACCESS

Students may be granted access to specific academic or administrative buildings and associated internal spaces upon request and approval. Departments can request to add specific students or entire groups of students with the proper paperwork and approval to access a building and or specific locations within the building.

ACCESS CONTROL SYSTEM OPERATORS

Information Technology Services (ITS) operates and manages the ACS. Before being granted access, these individuals will be trained in the technical and legal parameters of appropriate system use. ITS will maintain an up-to-date list of users and their access control levels.

MONITORING

The ACS may not be continuously monitored under normal operating conditions but may be observed in conjunction with the campus Video Camera System for legitimate safety and security purposes. Any person who tampers with or destroys access control equipment will be subject to criminal prosecution and/or campus disciplinary processes.

AUDITING ACCESS CONTROL

The CST will generate a list of users per building, which the Building Emergency Coordinator (BEC) will review and provide feedback for processing, at least twice per year. Users who are no longer employed or who no longer need to access the ACS will be removed. Users who were granted building access privileges but have not used that access consistently may be removed.

MAINTENANCE

The ACS will be supported by a centrally funded budget and collectively supported by DPS, Facilities Management, and Information Technology Services. Facilities will report failed locks or access control issues to our selected vendor for support and repair. ITS will maintain the servers used to support ACS, along with the aid of the selected maintenance and support vendor.

CORRESPONDING POLICIES/PROCEDURES

- A. Video Camera System Policy
- B. Security Access Control Policy
- C. Security Access Control Procedures

REFERENCES

Security Access Control Policy 2025:XX

List the name & link to the form needed to request access per page two

CONTACTS

For more information, please contact the following departments:

- Department of Public Safety
- Facilities Management
- Information Technology

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