

**State University of New York — at Oswego**  
**Electronic Access Control System Guideline and Standards**

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**Last Update:** March 18, 2024

**I. PURPOSE**

The purpose of this is to provide guidance and establish parameters for the installation and use of electronic access control systems on Campus.

SUNY Oswego respects the privacy of the college community members and is sensitive to balancing that privacy with security needs on campus.

Electronic Access control systems will limit the usage of our facilities to students, faculty and staff as well as approved Contractors and Vendors. This system can also provide an audit trail of users which can assist in expediting investigations as well.

**II. GUIDELINE**

This guideline applies to all SUNY Oswego personnel and students in the use of college authorized electronic security systems, card access etc. SUNY Oswego reserves the right to install Access control devices on campus where necessary and appropriate.

Access control systems may be installed for use in any university owned building or structure deemed necessary to preserve the safety and security of the people, information and property within. Final approval of the location for access control will be determined by University Police Security Systems Division in conjunction with the recommendations from the University Police Chief.

Duplication of ID cards or Proximity information within the ID card is strictly forbidden.

**III. LEGITIMATE SAFETY AND SECURITY PURPOSES**

Includes, but are not limited to, the following:

1. Safety and Security of students and employees.
2. Protection of buildings and property.
3. Building perimeter, entrances and exits, lobbies and corridors, elevators, receiving docks, special storage areas, laboratories, parking lots, shopping areas, areas with equipment valued at over \$100,000.00 and areas whose primary function is handling fiduciary transactions.
4. Monitoring and recording of access control systems.
5. Monitoring and recording restricted access transactions at entrances to buildings and other areas.
6. Criminal investigations

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**IV. MONITORING**

1. Monitoring of electronic access control system will be done periodically throughout the day by University Police personnel to ensure proper functionality of the system.

**V. STORAGE MEDIA**

1. Access control system will only store records for 90 days. (Subject to change based on needs)

**VI. DESTRUCTION OR TAMPERING ACCESS CONTROL DEVICES**

1. Any person who tampers with or destroys an electronic access control device or related equipment may be prosecuted in the criminal justice system as well as the Student Conduct and Compliance office.

**VII. ACCESS CONTROL**

**General**

1. Access Control systems shall be used exclusively for campus safety and security purposes only.
2. SUNY Oswego University Police has jurisdiction of the records and will evaluate and authorize any release and use of the records.
3. Access control systems will **not** be used to monitor individual students or employees, except as necessary for a criminal investigation or except as in accordance with the terms of a valid warrant.
4. The Security Systems Division is responsible for initiating maintenance and installation work for all related physical and electronic access control and security systems.
5. Auxiliary Services Corporation is responsible for issuing all permanent proximity access cards.
6. The Security Systems Division will determine if a location is approved for installation of access control based on security needs and recommendations from the University Police Chief.
7. Coordination of funding for installation of new locations shall be provided by requesting department.
  - a. Security Systems Division may provide estimates to FMO, who in return shall provide final cost quote to customer or direct quotes if FMO will not be engaged for installation.
8. No employee or student is permitted to duplicate a proximity access card or FOB.
9. Lost or stolen proximity cards or FOB's are to be reported to the employee's supervisor. If they were lost/stolen on Campus, contact University Police to create a lost property report. The supervisor will initiate a work request listing all keys that need replacement.
10. Replacement cards can be obtained from Auxiliary Services Corp., ID & Dining. There may be a fee associated with replacement of cards. In the event that a lost or stolen proximity card is recovered, it must be returned to University Police.

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**Residential Access**

1. Residence hall access is granted based on residence of student and whether or not the user lives on campus or off.
2. Vendors, contractors, etc. must be issued a temporary ID card & FOB from the Residential Life and Housing office during business hours for any work in residence halls. (Contractor FOB's and ID's are to be returned upon completion of work)
  - a. Employees requiring access to living spaces within Residence halls need to coordinate this with the Residential Life and Housing office management.
3. Access times for residential buildings are determined by the Residential Life and Housing Office.

**Academic Access**

1. Academic building access is determined based on Course, Major or Department level studies. If you are taking a class in building A, then you have access to building A for the hours predetermined by the departments in that building. Temporary access can be granted with approval from the Department Chair for specific times as needed.
2. Access times for academic buildings will be determined by the Building Coordinator at the direction of the Department Chair's needs.
3. Each academic building will have a set of procedures that will provide the general guidelines for access to that building. (Master copies maintained by Security Systems Division).
4. Vendors, contractors, etc. must be issued a FOB from University Police or building manager during business hours. (Contractor FOB's and ID's are to be returned upon completion of work)
5. Visiting faculty and students should coordinate with their hosting departments on Campus to have the proper paperwork processed through HR and will pick up their ID cards with appropriate access, Housing and Academic, from ID and Dining.

**Installation Standards for New Construction**

**On new construction projects, the following standards are expected:**

1. All exterior doors will be at minimum Controlled Doors\*. The doors should include pathways for cabling to be installed for future considerations. All pathway endpoints should be clearly identified on drawings for future use.
2. In academic buildings, exterior doors intended for frequent daily use will have Card Access Entry\*\*.
3. Interior doors that provide access to equipment with a value over \$100,000.00 and rooms that are intended to handle fiduciary transactions should have Card Access Entry considered.

\*Controlled doors - Defined as not allowing entry with card access credentials, but is electronically controlled by the Current Card Access system.

\*\*Card Access Entry - defined as needing current card access credentials to enter that door.