

 EASTERN MICHIGAN UNIVERSITY <small>DIVISION of INFORMATION TECHNOLOGY</small>	Policy	
	Effective Date	Date of Last Revision
	03/09/2015	07/12/2015

Chapter Name	
Security	
Chapter Number	Title
8.18	ID Card System Security

1.0 Purpose

The Division of Information Technology (I.T.) is ultimately responsible for managing the ID Card System and the door access security plans defined within that system. This policy assigns responsibility for creating procedures related to managing physical access control using the ID Card System.

2.0 Scope

This policy guides management of all door security plans or physical access control devices connected to the ID Card System.

3.0 Policy

I.T. shall create procedures, standards and guidelines, as required, to control physical access to certain campus facilities using the ID card system.

Door access plans shall be updated in a timely fashion as students and employees join or leave the campus community. The Department of Public Safety may consult and advise I.T. on any or all door plan security concerns assuring all security/safety decisions are grounded in the best interest of individual safety and campus security.

Exterior doors on academic and administrative buildings: Access to update door access plans within the ID card system shall be limited to assigned employees working in I.T., the EagleCard Office, and the Physical Plant Key Office.

For managing after-hours access to academic and administrative buildings, “Building Administrators” or their designee(s) shall be responsible for determining which employees or students should be granted access to enter a building after-hours. Building Administrators shall notify I.T. of approved access plan updates and I.T. shall make those changes within the system.

For contractor access to facilities, the Physical Plant Key Office shall be responsible for managing access to cards used by contractors.

Certain employee groups with after-hours support responsibilities including Physical Plant, I.T., Dining Services and Public Safety staff may be granted access to exterior doors when such access is approved by an appropriate administrator in the Physical Plant, I.T., Dining or DPS respectively.

Upon notification of any employment termination, I.T. shall remove all door access plans assigned to employees as part of the employee separation workflow process.

Interior doors within academic or administrative buildings: Access to update door access plans in computer rooms, cash offices or other secured spaces shall be restricted to the department managing access to the restricted space. I.T. shall configure access plans and assign plan managers as approved by the department managing the space.

Exterior and interior doors in residential facilities: Residential Services or their designee(s) shall be responsible for updating door access plans and implementing holiday schedules for all residential buildings.

4.0 Responsibility for Implementation

The Director of Network and Systems Services or the Director assigned responsibility for IT Security is responsible for implementing this policy.

5.0 Enforcement

Any employee found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under University policy. Any student found to violate federal or State of Michigan laws, EMU policies, procedures or standards of conduct, will be subject to disciplinary action under EMU's Student Code of Conduct. Any suspected violation of state or federal laws will be reported to the appropriate legal authority for investigation.

The University reserves the right to protect its electronic resources from threats of immediate harm. This may include activities such as disconnecting an offending computer system from the campus network, terminating a running job on a computer system, or taking other action.

6.0 Definitions

Term	Definition
Door Access Plan	A plan in the ID card system that defines the times/dates that a list of individuals may enter a campus facility using their ID card. Door access plans may control access to an exterior building door for access after-hours or may always be used to control access to a secured space like a cash office.
Exterior Door	In this context, an exterior door is a door that is used to gain access into a campus building after-hours. Most buildings have at least one ID card reader that is used by authorized employees to gain after-hours access into the building. Access to each building is approved by the Building Administrator.
Building Administrator	Each EMU building has one or more assigned Building Administrators. The Building Administrator is an occupant of the building and helps to coordinate issues affecting all building occupants.

7.0 Revision History

Description	Approval Date
First Draft – RJ – 03/09/2015	
Policy Committee – 1 st Review	04/30/2015
Policy Committee – Approval	07/09/2015
CIO Approval	07/12/2015