



SUNY System Administration Building Access Policy

Procedures

The following procedures outline the security measures specifically designed to govern access control to the State University Plaza (SUNY Plaza). These procedures establish protocol to minimize the risk associated with intentional or unintentional acts or breaches of access against the State University of New York.

Eligibility

Employees of the State University of New York, System Administration, the State University Construction Fund and the Research Foundation.

Building Business Hours

The SUNY Plaza doors at the Center Tower entrance of the plaza building are open for employees and visitors during normal business hours; 8:00 am to 5:00 pm, Monday through Friday. SUNY Plaza is closed on weekends and state holidays. Access to SUNY Plaza before and after normal business hours is managed by an access control system.

Visitors

Scheduled visitors must enter through the Center Tower doors and will be greeted by reception. The visitor will be required to sign-in and receive a visitor ID that must be displayed and returned upon departure. As visitors sign-in, the scheduling department is notified via email of their arrival. All offices and departments must use the electronic visitor announcement form (Attachment A) and email advance notice of visitors to the reception desk. For additional security, it is also required that offices come and greet the visitor. *Please note that visitors arriving outside of normal business hours will not be able to gain Plaza entry unless met by a member of the scheduling department.*

Large Meetings and Events

The department scheduling a large event or meeting must provide advance notification to the reception desk using the electronic visitor announcement form (Attachment A). For events larger than 20 people, the department must provide a list of the visitors in the csv spreadsheet format to reception. The scheduling department must assign a staff member to meet the attendees upon their arrival and should also arrange for the posting of appropriate signage and directions to the meeting/event destination. Please contact Special Events for additional assistance.

Access Card Credentials

Employees may enter the building with the use of their access card from 6:00 am to 10:00 pm, Monday through Friday, and from 6:00 am to 6:00 pm on weekends. Any other building access privileges require a supervisor approval and notification to System Administration University Police and Plaza Operations (garage). Final approval is granted based on the nature of the activity and the times requested.

All SUNY employees and approved affiliates that pay for parking privileges can enter and exit the garage with the use of their access card 24 hours a day, 7 days a week.

Identification

All employees and visitors are required to wear their access card or visitor ID in plain site at all times. Persons in the building without visible identification may be detained by System Administration University Police. Access cards are obtained through the Office of Human Resources and System Administration University Police upon hire or request. Any changes in access can be arranged through System Administration University Police.

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Short-term Visitors or Temporary Employees

Short-term visitors or temporary employees needing access cards shall be given a copy of this policy and must agree to abide by it as a condition of granting building access. Visitors and temporary employees must also show proof of identification prior to issuance of an access card or visitor ID. Short-term visitors are not permitted to bring other visitors into the facility, but can request tours for visitors from Plaza Operations.

Visitors and Groups Requesting Tours of SUNY Plaza

SUNY System Administration appreciates and recognizes the historical significance of the plaza buildings. Additionally, SUNY's mission encourages and supports educational activities. However, the SUNY Plaza open spaces are generally not set up to handle tours without prior arrangement. Consequently, all tours of the grounds and building exteriors must be pre-arranged with Plaza Operations and conducted during normal business hours.

Guidelines

A. Control Procedures

1. All personnel will be issued an access card upon hire. The access card will consist of photo ID, for identification, and building access credentials to the facility.
2. Employees, contractors, vendors and other access card holding personnel must display their access cards on their outer-most garment of clothing at all times.
3. Certain areas of the building have additional access restrictions.
4. Access cards contain information to identify the individual. (i.e.: name, photograph)

5. It is not permitted to share access cards, or to "piggy back" into a building or to attempt to gain access into specifically controlled areas.
6. System Administration University Police will be notified of all employee separations or terminations in order to deactivate the applicable credentials. The employee/temporary employee's manager or Human Resources department is responsible for collecting the access card upon separation and returning it to System Administration University Police.

B. Access Card Issuance

Requests for new access cards must be accompanied by an "Access Card Application Form" (Attachment B) available from the Office of Human Resources or System Administration University Police. All requests for a new access card or modification of an existing card shall be approved by:

1. Applicant
2. Applicant's Supervisor
3. Human Resources Representative
4. Parking Garage Representative

C. Contractor, Vendor, Temporary Personnel, Volunteers and Visitors

In some scenarios, temporary personnel (student interns, vendors, contractors or volunteers) may be required to support SUNY Plaza operations.

Temporary personnel that frequent the SUNY Plaza or are assigned to System Administration, the State University Construction or the Research Foundation may be eligible to receive access cards.

1. The wording of a contractor and vendor access cards shall say "CONTRACTOR" or "VENDOR" and may be a different background color than employee cards to easily distinguish them.

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2. The wording of full time temporary personnel shall say "TEMP" on their access cards in a different background color to easily distinguish them.

The manager responsible for the relationship shall complete an Access Application Form and authorize the required access. This form shall be provided to the Office of Human Resources and to System Administration University Police.

The active length of time on any temporary access card may be extended upon written request of the responsible department manager.

D. Key Issuance

Plaza Operations manages key control for all offices within SUNY Plaza, including the State University Construction Fund and the Research Foundation within the Plaza. Plaza Operations will maintain a listing of issued keys and share this listing with System Administration University Police on a frequent basis.

Procedures for issuing keys will mirror that of access control cards. The application form for keys (Attachment C) is completed by the employee's supervisor. The issuance of physical keys should be limited and highly scrutinized, as managing lost, stolen or unreturned keys is a difficult process. Temporary employees, contract employees and/or volunteers will not be issued keys on a permanent basis.

Should physical key use be required to fulfill a job function, keys should be managed within the department and signed in/out to the temporary employee on an as-needed basis.

E. Resignations and Terminations

System Administration University Police will be notified in advance, where possible, of a termination or separation. As this is a sensitive area for Human Resource management and the employee, caution should be used handling the timing and deactivation of a terminated employee's access card:

1. Once a termination has taken place, the access card will be collected by either the Office of Human Resources or the department head. The card shall be returned to System Administration University Police to be deactivated and destroyed.
2. If the terminated employee did not have his/her card on their person, the Office of Human Resources will ask that the card be mailed back. System Administration University Police will be notified, and all access will be removed.

If the Office of Human Resources was unable to retrieve the card for any other reason, System Administration University Police will be immediately notified, and the above steps shall be followed to deactivate the card access.

Terminated employees should not be allowed back into the workspace following the termination for any reason.

F. Lost or Stolen Access Cards

Access cards act as keys, and should be treated as such if lost or stolen:

1. Lost or Stolen access cards must be reported to System Administration University Police immediately and will be deactivated.
2. If an access card that was lost is later found, it should be turned into System Administration University Police to be destroyed.

Employees may not possess more than one access card.



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Attachment A - Visitor Announcement Form

VISITOR ANNOUNCEMENT FORM

Date: _____

Requested by: _____ Phone: _____

Meeting with: _____

Arrival Date: _____ Arrival Time: _____

Visitor Destination: _____

Visitor Name(s): _____

Notes: _____

Email completed form to: reception@suny.edu

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Attachment C - Key Control Form

KEY CONTROL FORM

Date: _____

Office: _____

System Administration

Research Foundation

Construction Fund

Room: _____

Items needed: () Keys () Lock () New lock () Maintenance (describe) _____

Please list recipient(s) of keys: _____

If any person listed above is not a SUNY System Administration employee, please list their status with SUNY (e.g. Contractor, Consultant, Student).

Name of person responsible for the room: _____

Signature of person responsible for the room: _____

Signature of person requesting keys/maintenance: _____

Signature of supervisor: _____

PLEASE READ THE FOLLOWING:

1. All keys remain the property of SUNY and may be recalled at any time.
2. Report loss or destruction of issued keys immediately.
3. Duplication, alteration or defacement of markings on issued keys is prohibited.
4. Issued keys are to be returned to Public Safety upon leaving SUNY or when no longer needed.
5. Keys will be stamped for identification purposes.

DO NOT WRITE BELOW - FOR PLAZA OPERATIONS USE ONLY

Rec'd. Date _____ By: _____

Core _____ Hook _____ Processed by: _____

This form must be submitted in its original and signed below to have keys made or duplicated. No vendor or maintenance services will be performed without an authorized signature.

Plaza Operations