

Old Dominion University
Technology Policies, Standards, Procedures and Guidelines

Compliance Procedure

Title: **Physical Access Control – Unauthorized Personnel**

Reference Number: **7.2.1**

Purpose

The purpose of this procedure is to define the process that protects the facilities from unauthorized personnel. OCCS expects all staff members to be cognizant of the financial investment that the University has made in computing equipment and facilities. OCCS considers the entire facility in E&CS to be a controlled access environment. OCCS provides high price computer desktops for the staff, as well as remains a repository for critical data and resources. All staff must respect and practice issues relating to Physical Security. After hours access to the workplace is specifically intended to be limited and monitored.

Procedures & Related Information

All staff has electronic access card entry keys to allow them to enter those areas where they have a legitimate business need, including the Open Office Area and Administration Area. Select employees, based on business need; also have access to the server room. Primarily, the Computer Operations staff and Network Support staff have a legitimate need to be in the server room. Most other business can be accomplished without physical entry into the room. Server room access is granted to only key individuals and management. The Operations staff is to remain present in the console command / print area at all times. Facilities are not to be left un-staffed.

OCCS has purchased and installed a card key entry system with an associated computer, server name (Bulldog) and resides within the server room (Cabinet D7). This cabinet has a combination lock to which only the OCCS Security staff have access. This server controls the automatic opening and automatic locking of key doors to the E&CS facility, OCCS labs, OCCS wire closets. During normal work hours, all non-employees wishing to enter the facilities must be routed through the front offices staff for the issuance of temporary badges and check-in processing. Staff will be called and alerted of visitors by the front office staff or service desk personnel.

OCCS staff members are asked to carry their electronic card keys at all times. Staff members are not to leave the server room or open office area doors propped open or cracked. All doors entering OCCS have alarm monitoring. Console command area monitors this using video surveillance equipment.

Part of the OCCS facility is staffed during the entire week – 24 hours per day. During the non-prime day hours, specific areas of OCCS are locked and only accessible using the card key system. There are no public access spaces after prime time.

Persons requesting access to OCCS facilities are not to be granted access. On site staff may call appropriate supervision to deal with these people, or they may come in to escort or do problem resolution for these people, but non-OCCS people do not belong in our facility and will not be permitted without staff sponsorship and supervision.

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Computer Operations staff, during non-prime hours, are to make security/facility checks to ensure that doors and offices are properly closed. Such environmental checks include documenting who is present in the facility. This includes staff members on site – all people in the facility must be documented in the operator log book.

Old Dominion University Housekeeping staff members are allowed the full access to all office areas of OCCS, They are granted use of the E&CS Master Suite Key. Key is to be signed out/in for monitoring purposes.

Strict control of key usage is expected during off hours. Strict accountability and attention to the overall safety of the facility is required. Environmental and security checks during each shift are mandatory.

Operations staff members shall pay particular attention to the video surveillance screen to monitor activities and door access issues.

Supervision is to be alerted in any instance where notification or clarification is necessary.

Staff are to log and track visitors, repair techs, campus staff. Etc.

Last Review Date: Wednesday, March 19, 2008