College of Food, Agricultural, and Environmental Sciences
Physical Facility Access Control Policy and Guidance

Background

The Ohio State University strives to provide a safe environment for its students, staff and faculty. A key element of providing a secure campus is controlling who has access to building spaces and when those spaces can be utilized. The University sets forth standards for acceptable physical control systems in the Building Design Standards Division 08 and electronic control systems in Division 28 for buildings on the Columbus Campus:

https://fod.osu.edu/sites/default/files/div_08.pdf

https://fod.osu.edu/sites/default/files/div_28.pdf

The College of Food, Agricultural and Environmental Sciences maintains operations across the state of Ohio, with significant property and infrastructure in Columbus, Wooster, and across the state of Ohio. This widespread location of assets and personnel presents challenges to security and access control. As used in this document, access control describes restriction of access to a place or resource. This restriction can be achieved through various mean including, but not limited to, physical control (brass key) or electronic control (card swipe or PIN).

The oversight for these systems, on the Columbus Campus, is a shared effort between the Department of Public Safety (DPS) and Lock and Key Services (LKS) with Facilities Operations and Development (FOD).

https://dps.osu.edu/communications-and-security-technology

https://fod.osu.edu/about

On the Wooster Campus, oversight for the electronic systems is managed by the Wooster Campus Department of Public Safety. Wooster Campus Facilities Services maintains the physical control systems.

Philosophy

The CFAES Access Control Policy is designed to be applicable to students, staff and faculty across the geographically distinct locations in the College. It is intended to:

- Encourage adherence to security policies and procedures
- Ensure appropriate access based upon responsibility in CFAES
- Provide mechanism for approval and withdrawal of access privileges
- Safeguard personnel and assets
- Support the mission of the organization
- Be efficient and effective

Adopted 12/5/2018

CFAES Model

The Director of Safety and Compliance, CFAES, shall oversee all aspects of facility access and control. This includes, but is not limited to, policy development, oversight, collaboration with other University business units, and training of individuals associated with access control at CFAES facilities. The CFAES policy shall be approved by the Vice President for Agricultural Administration and Dean of CFAES or his/her designee.

Each operating unit within CFAES (e.g. academic department, administrative unit, extension Unit, or support unit) in collaboration with the Director of Safety and Compliance, shall designate an individual to serve as the primary physical facility access approver for individuals within that unit. Units that maintain operations at geographically distinct locations must designate an individual for each location, e.g. Columbus and Wooster. Units with personnel in multiple buildings will work with the Director of Safety and Compliance to determine the most efficient solution for access approval. Physical Facility Access will be assigned, and removed, based upon established criteria outlined in this policy.

Physical Facility Access Guidelines

Primary designation of physical facility access shall be determined during the onboarding process, based upon comparing the individual's job classification and work location to the CFAES access guidelines outlined in CFAES Access Control SOP AC-1, in collaboration with CFAES Human Resources. Access beyond what is considered necessary for the employee's job description shall be requested through the CFAES Campus Facilities Designee for approval by the Director of Safety and Compliance. Access requests should be made to the Unit Designee utilizing Access Request Control Form ACF-1.

Access Approval

Access approval shall be tracked by the Unit Designee using CFAES Access Control SOP AC-2.

Removal of Access

Access shall be removed upon an individual's separation from service with CFAES. In addition, access can be limited to certain areas, when appropriate, as the result of a disciplinary investigation. Any limitation of access shall be performed only after consultation between the employing unit, human resources, and public safety.

Policy Review

This policy will be reviewed on an annual basis or when determined necessary by the Director, Safety and Compliance or other CFAES Senior Leadership.

Non-Employee Access

This policy is intended to address the access needs of CFAES students, staff and faculty. Access for non-employees (e.g., volunteers, co-located agency staff) is addressed in CFAES Access Control SOP AC-3.

Adopted 12/5/2018

Personnel Responsibilities

Employee- Coordinate access request with unit designee to ensure appropriate access needs are communicated for processing by FOD Lock and Key and/or DPS Security Services (Columbus Campus), Wooster Campus Public Safety or facilities Services (Wooster Campus), or appropriate local contact (Extension Operation, South Centers, Research Stations).

Supervisor- Ensure employee access request meets access needs based on job description and assigned responsibilities. Communicate with Unit designee if employee access needs change. Forward requests to Unit Designee. Advise Unit Designee of employee separation from CFAES.

Unit Designee- Receive access requests from within unit. Possess approval authority when request falls within established CFAES access criteria. Coordinate with Director, Safety and Compliance, for requests that fall outside of established CFAES criteria. Maintain accurate records of physical and electronic access approvals for annual internal audit by Director, Safety and Compliance.

CFAES Campus Facilities Designee- Act as single point of contact on each campus for access control. Assist Director, Safety and Compliance, with access record audits. The following personnel will serve in these roles on the CFAES campuses:
- Columbus Campus: Facilities Project Coordinator
- Wooster Campus: Superintendent, Facilities Services
- Statewide Campus:
    - Extension Offices/Centers: Assistant Director of Operations (Extension Operations); Technology Coordinator (South Centers)
    - Research Stations: Director, Agricultural Operations
    - Stone Lab: Director, Stone Lab or designee

Director, Safety and Compliance-Establish and maintain CFAES access criteria in conjunction with CFAES Senior Leadership. Establish format for access requests at unit level. Investigate incidents of unauthorized access in conjunction with DPS, FOD LKS, and HR. Perform annual audit of access records in conjunction with Human Resources and CFAES Campus Facilities Designee.

Human Resources- Coordinate with unit designee for onboarding of new employees to ensure timely granting of access. Coordinate with unit designee for removal of access upon employee leaving CFAES service. Coordinate with unit designee for limiting access during fact finding or investigation of employee.

Accountability and Issue Resolution

All CFAES key-holders (traditional key, BuckID electronic access, or passcode number) have a duty to ensure that the doors you may open during off-duty hours are closed and locked behind you. It is a serious breach of security to allow an unauthorized person into the building, and an even more serious breach to tamper with locking mechanisms so that doors remain open to anyone (such as propping doors, etc.).

Adopted 12/5/2018

Any issues or concerns relating to compliance with University policy, CFAES policy, the access control structure or the procedures associated with the granting or removal of access privileges should be directed to the attention of the Director, Safety and Compliance or the Director of Human Resources.

Failure to comply with the established policies and procedures may result in revocation of access privileges and/or status as a Unit Designee. If appropriate, CFAES may initiate appropriate corrective action based upon the failure to comply.