

Hard copy of this document, if not marked "CONTROLLED" in red,
is by definition uncontrolled and may be out of date.

Standard Operating Procedure
for

Permitting Access to Secured Doors

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
2	DCN2097	Edits to process and added door owner.	4-27-21	J. Kosakowski	J. Kosakowski

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

The purpose of this standard operating procedure is to ensure that authorized person(s) are permitted access to secured spaces at the [NY CREATES](#) / SUNY Polytechnic Institute (SUNY Poly) [Albany facility](#).

2 DEFINITIONS

- 2.1 **AMAG Access Control-** A software platform that is utilized to control access throughout the [NY CREATES](#) / SUNY Poly [Albany](#) site.
- 2.2 **Authorized Sponsor-**A person designated by SUNY Poly, FRMC, or a tenant company who approves access to doors in which they have a proprietary interest within. The authorized sponsor list is maintained by Access Control and is located on the V-drive within Security and Access Control folder under authorized sponsor.
- 2.3 **Door Owners –** Person(s) identified as someone having a proprietary interest in the space associated with the door.
- 2.4 **Emergency-** For the purpose of this standard operating procedure emergency will be defined as an instance where a person's life safety is at risk or a condition exists within the space that is damaging or potentially damaging to the space.

3 RESPONSIBILITIES

- 3.1 **Security Supervisors**
- 3.1.1 Will ensure the policy is adhered to and provide training to Security Officers on its application.

4 PROCEDURE

- 4.1 When receiving a request from a person to gain access to a secured door, Security shall:
- 1) **If applicable** attempt to verify the person requesting access is associated with the door by reviewing the person's access levels within the AMAG software; or **if applicable**, contact [the door owner](#), or **if applicable** an authorized sponsor of the space.
 - 2) If the person requesting access to the door is verified as authorized to have access to the door Security will dispatch a Security Officer to the location.

- 3) The Security Officer who responds to the door to permit access will verify the identity of the person requesting access through a valid US driver's license, passport, and/or SUNY Poly identification card.
- 4) Complete an entry in the shift log containing the time, location, name of the person requesting access, and if applicable the person approving the access.
 - If the person **cannot** be verified as being authorized to have access to the door **do not** permit access.
 - Complete an entry in the shift log containing the time, location, name of the person requesting access, and if applicable the person denying the access.

4.2

When it is necessary for a group or person from a facilities-related department within SUNY Poly or FRMC to access tenant space to complete work; and notification has been made one week in advance by the facilities-related department within SUNY Poly or FRMC; Security shall:

- 1) Verify that access is permitted by reviewing Security postings and/or emails from that facilities-related department within SUNY Poly or FRMC indicating the access and whether the tenant requires Security to be present with the SUNY Poly group or person.
- 2) If the information is verified, permit access, and stand by with the group or person, if applicable.
 - If the information cannot be verified follow procedures in **4.1**.
- 3) Complete an entry in the shift log containing the time, location, name of the person requesting access, and if applicable the person approving the access.

4.3

In the event of an emergency, Security shall:

- 1) Make every reasonable effort to verify an emergency does exist.
- 2) If it is reasonable to believe an emergency exists, permit access and stand by with responding personnel until they have left or a **door owner**, or authorized sponsor communicates that Security's presence is no longer necessary.
- 3) Notify a **door owner**, or authorized sponsor, or person associated with the space that entry had been permitted and provide an explanation as to why.

- 4) Record the group or persons' name entering when the emergency has been abated.
- 5) Complete an entry in the shift log containing the time, location, and the name of the person or group permitted access.