



State of Illinois
Department of Central Management Services

STATEWIDE CMS/BCCS FACILITY ACCESS POLICY

Effective December 15, 2008

State of Illinois
Department of Central Management Services
Bureau of Communication and Computer Services

**STATEWIDE BCCS FACILITY ACCESS
POLICY**

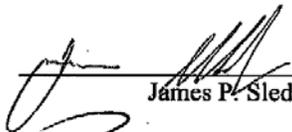
Effective December 15, 2008

Version 2.1

Revised January 01, 2010

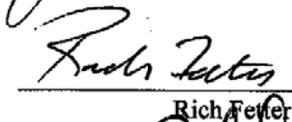
APPROVAL SHEET

CMS Director:


James P. Sledge

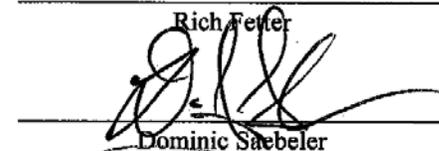
Date: 12-23-09

CMS/BCCS Deputy Director:


Rich Fetter

Date: 12-23-09

CMS/BCCS Deputy General Counsel:


Dominic Saebeler

Date: 12-23-09

CMS/BCCS Chief Information
Security Officer:


Rafael Diaz

Date: 12/22/09

Please Return to: CMS/BCCS
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120 W. Jefferson
Springfield, IL 62702

Thank You.

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POLICY STATEMENT

The Department of Central Management Services, Bureau of Property Management CMS/BoPM administers the granting, assigning, and revoking of physical access privileges to CMS/BCCS statewide computing facilities.

PURPOSE

This policy defines the requirements for granting and revoking an individual's physical access privileges to these facilities.

SCOPE

This policy applies to any individual requiring physical access privileges to a CMS/BCCS facility located anywhere in Illinois.

DEFINITIONS

Definitions for terms used in this policy can be found in the *BCCS Terminology Glossary* located at <http://www.bccs.illinois.gov> . The terms and definitions listed below are meaningful for this policy. In the event of conflict between the definition in the *BCCS Terminology Glossary* and the definition contained this policy, the definition below shall control for this Policy.

1. **Authorized Individual** – A person assigned physical access privileges by a Resource Custodian.
2. **CMS/BCCS Facility** – Any facility that either houses or supports CMS/BCCS Statewide computing operations.
3. **Credential** – a card, document, or code that identifies and authorizes the owner physical access to a facility, area or room.
4. **Escorted Access** – A limited privilege assigned to an un-authorized individual(s), requiring escort by an authorized individual(s) to physically access CMS/BCCS facilities.
5. **Resource Custodian** – An individual(s), identified by Agency Management, assigned responsibility for managing rules of appropriate use and protection. The State owns assets and resources purchased, acquired, and used to deliver State services. The Resource Custodians are designated and assigned the following duties including but not limited to access authorization, protection against unauthorized use, and integrity verification and revocation of access.
6. **Unescorted Access** – A privilege assigned to an authorized individual(s) providing physical access to BCCS facilities via a card (credential), a PIN, and/or a key.

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RESPONSIBILITY

1. In order to implement this policy, CMS establishes procedures and designates responsibility to specific personnel. Each Agency should also establish procedures and assign responsibility to specific agency personnel to achieve policy compliance.
2. It is the responsibility of any individual requiring physical access privileges to CMS/BCCS facilities, to understand this policy and follow the corresponding procedures.
3. CMS/BCCS and client agency security personnel, or their designee, are responsible for monitoring, auditing, tracking, and validating compliance with policies and procedures and conducting investigations into violations of this policy and any associated procedures.

POLICY

1. Identity must be validated prior to the granting of physical access privileges.
2. Physical access to CMS/BCCS facilities will be assigned based on justified and documented business need and approved use only. Approved use is limited to an authorized individual's job responsibilities and sanctioned State business.
3. A security screening review (background check) will be conducted on any individual requesting unescorted physical access to CMS/BCCS facilities. Access will be delayed until the review is completed. Access may be denied based on impartial analysis of facts uncovered by the review.
4. An individual requesting physical access to a CMS/BCCS facility **MUST** produce valid identification to be considered for initial issuance of a credential. Anyone appearing to obtain a new credential **MUST** have the identification on hand, or they will be turned away without a new credential.
5. Unauthorized individuals requesting physical access to a CMS/BCCS facility must follow the defined procedures for escorted access.
6. Each individual granted physical access will be issued a credential. The credential must be prominently displayed. The credential must be used to enter and exit CMS/BCCS facilities.
7. CMS/BCCS reserves the right to perform an updated background check on all authorized individuals.
8. Individuals granted escorted physical access privileges must return credentials upon exiting a CMS/BCCS facility. It is the responsibility of the escort or the facility security personnel to ensure the recovery of credentials.
9. Physical access privileges will be revoked, and credentials will be recovered, when an individual is no longer authorized; examples include separation, discipline or change of business need. It is the responsibility of the Resource Custodian and/or Employee Manager to submit these revocation requests and ensure the recovery of the credentials.
10. Physical access privileges, escorted or unescorted, can be revoked at any time at the discretion of the Resource Custodian, employee manager, or other authorized personnel.