

Subject: MPSCS Co-Location Tower Site Access

Date Issued or Revised: Final November 9, 2007

Date Review:

1.1.10 MPSCS Co-location Tower Site Access Policy

I. Subject and Purpose

The purpose of this policy is to provide general guidelines allowing co-located agencies unescorted access to Michigan Public Safety Communications System (MPSCS) site that contains equipment.

II. Procedures and Guidelines

Once a co-location project has been completed, following are the steps to have access:

1. The Co-Locating Agency shall adhere to the MPSCS entry and exit procedures.
2. Any personnel that require unescorted access to an MPSCS site shall submit and pass a standard background check to be performed by the State of Michigan.
3. Only approved personnel will be allowed access to the MPSCS site.
4. Approved personnel may escort support personnel into the site for the purpose of maintenance.
5. Persons may only enter the MPSCS site or compound during the course of their service duties.
6. MPSCS will provide keys as necessary to allow co-located agencies access to maintain their equipment. Duplication of keys is not permitted.
7. The Agency will be responsible to assign and track the MPSCS site keys.
8. Keys provided by the MPSCS must be secured at all times.
9. A co-located agency may not replace or rekey an MPSCS lock or door.
10. Locks shall not be replaced on common fences or gates by agencies with co-located equipment.
11. MPSCS communications equipment, HVAC, dehydrator, generator, etc., shall not be disturbed, adjusted or changed without the approval of the MPSCS Network Communications Center (NCC).

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12. Storage of materials, hardware, trash, spare equipment, etc. is not permitted at any MPSCS site without written approval by MPSCS.
 13. Damaged, unusual or other noteworthy items must be reported to the MPSCS NCC upon entry or exit of the site.
 14. Trash must be picked up and the site returned to previous condition by the service provider upon exiting the site.
 15. Interior lights must be turned off prior to leaving a site.
 16. The Co-Locating Agency shall provide a Yearly Preventative Maintenance Schedule.
 17. Permission for site access may be revoked at any time by the MPSCS. All keys must be returned immediately upon revocation of site access privilege.
- III. Responsible Parties
Infrastructure Services Manager
- A. Contact for questions
Infrastructure Services Manager
 - B. Phone, fax and email
517-333-5002; 517-333-5015; MPSCS-NCC@michigan.gov
- IV. Applicable Forms – Co-Location Policy; Qualified Vendor Check List
- V. Termination or Review Responsibility
The Infrastructure Services Manager is responsible for the review and update of this policy.
- VI. Linkages to Other Relevant Data