

## POLICY

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### **Title:** Key and Electronic Access Systems

#### Policy Statement

In a collegiate setting, there is a dichotomy between the desire to maximize utilization of, and access to, facilities and the need to limit such utilization and access for safety and security purposes. This document provides policies under which these two objectives can be supported through responsible access privilege (key and electronic) control to help ensure the safety and security of the University community.

#### Reason for the Policy

This document provides policies under which the appropriate level of access to facilities can be supported through responsible access privilege (key and electronic) control.

#### Applicability of the Policy

This policy applies to all University of Vermont employees, students, employees of affiliate organizations, and vendors/contractors.

#### Definitions

*Access Control:* means the practice of providing entry to an area not normally open to the general public to only those authorized through the use of a traditional brass key or University-issued ID card or other UVM approved technology.

*Biometric Reader:* means a device that will recognize selected biometric data such as fingerprint, hand geometry, and retina or iris scans. Such readers will only be approved as Special Security locks.

*CATcard:* means the official University of Vermont ID card and/or a digital application-based version of the card, issued to employees, students, temporary employees, employees of affiliated organizations, temporary agency personnel, vendors, and spouses/dependents of employees by the CATcard Service Center. It contains the full name, status, department, and photo of the individual carrying the card.

*Key:* means a traditional brass key.

## Procedures

- A. **Approval.** All access control systems will be either online, electronic, biometric, or key-based, must comply with institutional standards, and must receive approval prior to installation by the Chief Safety and Compliance Officer or their designee.
- B. **Master "Keying."** In order to permit routine access to University facilities for maintenance, repair, and housekeeping, as well as to allow for immediate access in the event of an emergency, all interior and exterior door locks and padlocks on the main campus will be "keyed" to one of the master keyed authorized access systems (except as listed in section C). All electronically locked doors will have a non-electronic key override. The key override will be accessible only to police and emergency personnel.
- C. **Special Security "Keying."** Special security locks (including biometric) may be approved for contract, regulatory, or statutory requirements and for facilities or areas that function as or contain the following:
  - 1. A significant amount of negotiable material or currency;
  - 2. Collections that have a monetary and market value;
  - 3. Substantial inventories or hazardous materials;
  - 4. Centrally managed computing equipment and file servers;
  - 5. Off-site computer tape and microfilm storage;
  - 6. Single family residences occupied by faculty/staff;
  - 7. Crime scenes that have been secured and have undergone a temporary lock change authorized by the Chief of Police; and
  - 8. Facilities where such locks are required by statute, regulation, or contract.

### Exceptions to Special Security Keying

The Chief Safety and Compliance Officer must approve exceptions before a lock is installed. These locks will only respond to the issued key, biometrics, or card, and to a special master carried by on-duty UVM Police Services personnel (allowing for emergency access). Areas approved for special locks will not receive maintenance and custodial services except by special arrangement.

- D. **Eligibility for Key or CATcard Access Privileges.** A University key will be issued, a CATcard will be programmed, or biometrics collected with door access privileges where there is a demonstrated need upon authorization by the appropriate chairperson, director, or dean. Grand Master (GM) or Great Grand Master (GGM) key or all-campus CATcard access requires authorization either by the Provost or the Chief Safety and Compliance Officer.

Individual keys or CATcard door access privileges may only be issued to graduate students and post-docs through a department chairperson. In such cases, the department chairperson must be willing to assume responsibility for distribution and collection of any keys. Lock Shop personnel will not issue keys directly to graduate students. Master-level keys or all-campus CATcard access may not be issued directly to students. Undergraduate students will be given exterior and interior door access only on a semester basis upon approval of a department chair.

Non-University personnel and vendors will not be issued keys or door access cards permanently. For all non-residential facilities, contractors will be allowed access to an electronic key box, issued keys directly, or provided a card with door access privileges on a limited-term basis by Physical Plant assistant directors

or Facilities Design and Construction project managers. Residential Life will handle such requests for any residential facilities.

- E. Responsibilities of those Granted Access Privileges.** To maintain a secure campus, everyone who issues, or has been issued keys has responsibility in maintaining the integrity of the keying system. For more information on the responsibilities of the various parties, refer to UVM's [Key and Electronic Access Procedures](#).
- F. Procedure for Unsecured Residence Hall Doors.** Security of buildings, with special emphasis on residence halls, is everyone's responsibility. The security procedure for unsecured doors at residence halls during residential semesters is as follows:
- a. Exterior doors to residence halls are to remain closed and locked at all times, unless the hall has shared space for classes or events during non-overnight hours. In the event a hall is unlocked for classes or events, door must be locked immediately following the event concluding. Only those with enabled CATcard access and guests, as described in the [Residential Life contract terms and conditions](#), are permitted in the residence halls.
  - b. Do not prop open doors for any reason. Doing so will trigger an alarm system and a response to close the affected door(s).
  - c. Do not hold doors open for others outside your travel party. Each party must key in independently.
  - d. Anyone encountering a propped door shall immediately secure the door. Any student, faculty, staff, or other individual is empowered, without fear of retaliation or retribution, to remove items or other materials that are used to prop open a door.
  - e. If a door in a residence hall is unsecured, the following security procedure will be initiated:
    - i. When a door is propped open an alarm will be received by the CATcard alarm system.
    - ii. The CATcard office will ensure that exterior door alarms are enabled. The Residence Life team will ensure that the CATcard office has a current list of phone numbers for staff to receive alarms.
    - iii. The door alarm will immediately trigger a message – in the form of a text message and a voice call - to the on-duty Resident Assistant (RA) or other designated ResLife staff carrying to the on-call phone for the building or complex.
    - iv. The RA or other staff on duty will swiftly respond to secure the door.
    - v. Between the hours of 10 pm and 6 am if the door alarm is not resolved within 10 minutes, a secondary alarm message will be sent to police services and staff will be dispatched to secure the door.

## Contacts

<b>Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):</b>	
<b>Title(s)/Department(s):</b>	<b>Contact Information:</b>
Chief Safety and Compliance Officer	(802) 656-8937

## Forms/Flowcharts/Diagrams

- [Request for Keys/Card Access Form](#)

## Related Documents/Policies

- For procedural information on access system installation, obtaining key or card access, the return of keys, lost/stolen keys or ID cards, various key systems, the Card Access system, levels of keys, and lock re-keying please go to: <https://www.uvm.edu/sites/default/files/media/keyprocedures.pdf>

## Regulatory References/Citations

- None

## Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## About this Policy

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	President
<b>Policy Number:</b>	V. 3.12.4	<b>Effective Date:</b>	July 19, 2017
<b>Revision History:</b>	<ul style="list-style-type: none"><li>• V. 4.1.4.1 effective September 6, 2006</li><li>• V. 4.1.4.2/V.5.16.2 effective February 3, 2011. Responsible official officially changed from the Vice President for Finance and Administration to the Vice President for University Relations and Administration August 1, 2017</li><li>• V. 5.16.3/V. 3.12.3 approved July 19, 2017. Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Operations and Public Safety (VPOPS) on October 1, 2019. Reaffirmed April 14, 2022. Title of VPOPS changed to Chief Safety and Compliance Officer July 2022.</li><li>• V. 3.12.4 approved October 10, 2022</li></ul>		

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