POLICY

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. This policy helps 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.

- **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, 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 and must comply with institutional standards and 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. Temporary lock changes authorized by the Chief of Police to secure a crime scene; 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, 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. 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, click on: [https://www.uvm.edu/sites/default/files/media/keyprocedures.pdf](https://www.uvm.edu/sites/default/files/media/keyprocedures.pdf)

Contacts

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<tr>
<th>Title(s)/Department(s):</th>
<th>Contact Information:</th>
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<tr>
<td>Chief Safety and Compliance Officer</td>
<td>(802) 656-8937</td>
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Forms/Flowcharts/Diagrams

- [Request for Keys/Card Access Form](https://www.uvm.edu/sites/default/files/media/keyprocedures.pdf)

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](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

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<th>Responsible Official:</th>
<th>Approval Authority:</th>
<th>Policy Number:</th>
<th>Effective Date:</th>
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<tbody>
<tr>
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<td>- V. 4.1.4.1 effective September 6, 2006</td>
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University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM’s [Institutional Policies Website](https://www.uvm.edu/).