



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.

Reason for the Policy

This policy helps ensure the safety and security of the University community.

Applicability of the Policy

This policy applies to all University of Vermont faculty, staff, students, and vendors/contractors.

Policy Elaboration

- A. 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 Risk and Public Safety Officer or his or her 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: The Chief Risk and Public Safety 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 Vice President for University Relations and Administration, or the Chief Risk and Public Safety 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 some 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>

Definitions

Access control: means providing entrance to an area not normally open to the general public 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, retina or iris). 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

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>.

Forms

Request for Keys/Card Access Form

https://www.uvm.edu/sites/default/files/Physical-Plant/Request_For_Keys_Revised2018.pdf

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Chief Risk and Public Safety Officer
(802) 656-2240

The Vice President for Operations and Public Safety is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

None

Effective Date

Approved by the President July 19, 2017