

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No: 18

EFFECTIVE DATE: **APRIL 24, 2015**

SUBJECT: **EMPLOYEE PARKING & SECURITY**

AUTHORIZATION: **STEPHEN CHUSTZ, SECRETARY**

I. POLICY

The business operations and services provided by the governmental agencies housed within the LaSalle Building regularly require that individuals representing their own personal and business interests visit the building. Parking spaces in close proximity to the building must be available to accommodate these individuals. Since the State of Louisiana has expended substantial sums to construct a parking garage for employees adjacent to the LaSalle Building wherein ample parking, including well-marked handicapped spaces are provided, accommodating the parking needs of visitors by ensuring the availability of the parking spaces along the streets surrounding the LaSalle Building should not be problematic.

The State utilizes an employee identification card system which serves also to authorize employee access into the LaSalle Building Garage and through the turnstiles of the LaSalle Building. This system enhances employee safety by creating a secure parking environment and limiting non-employee access beyond the building's lobby area. Additionally, utilization of the identification/access card system serves to memorialize the arrivals and departures of DNR's employees throughout the workday. For this reason, this system serves as a tool which assists management in monitoring employee time and attendance.

II. PURPOSE

Compliance with this policy:

- 1) Provides safe and secure parking and work premises for our employees;
- 2) Maximizes the availability of parking for non-employee visitors to the LaSalle Building;
- 3) Precludes the need for employees to depart their work stations throughout the workday to deposit coins in parking meters;
- 4) Precludes employee violations of the parking limitations imposed by the ordinances of the City of Baton Rouge; and

- 5) Facilitates management's ability to monitor employee arrivals/departures via the required use of employee identification/access cards.

III. APPLICABILITY

This policy applies to all DNR employees, regardless of status.

IV. REQUIREMENTS

- 1) DNR employees, on a daily basis, are required to park in the LaSalle Parking Garage.
- 2) DNR employees are required to utilize their own identification/access card to enter and exit the LaSalle Parking Garage.
- 3) DNR employees, on the day of discovery, are required to secure through the Office of State Buildings a replacement for a lost, stolen or non-functioning identification/access card.
- 4) DNR employees who simply misplace or inadvertently leave their identification/access card at home have the option of parking in the Welcome Center Garage, at their own expense, or in a location which does not reduce the availability of parking for visitors to the LaSalle Building.
- 5) DNR employees, on a daily basis, are required to utilize their own identification/access card to enter through the lobby turnstiles of the LaSalle Building.

V. PROHIBITIONS

- 1) Except in compliance with the limited authorizations provided herein, DNR employees are prohibited from parking during designated working hours in the parking spaces along the streets surrounding the LaSalle Building.
- 2) DNR employees are prohibited from using another employee's access card to enter or exit the LaSalle Parking Garage or to enter through the lobby turnstiles of the LaSalle Building.

VI. AUTHORIZATIONS

- 1) DNR employees may briefly, lawfully park in a designated parking space along the streets surrounding the LaSalle Building for the purpose of loading or unloading equipment, supplies or business materials.

- 2) In the event of a lost, stolen or non-functioning access card, DNR employees may briefly, lawfully park in a designated parking space along the streets surrounding the LaSalle Building for the purpose of obtaining supervisory approval to secure a replacement card through the Office of State Buildings.

VII. VIOLATIONS

Corrective action, in accordance with the Civil Service Rules, will be initiated against any DNR employee who fails to comply with the Requirements and/or Prohibitions set forth herein. Generally, progressive corrective action will be imposed, with the understanding that termination could ensue for repeat infractions.

VIII. QUESTIONS

Questions regarding this policy should be addressed to the Human Resources Division.



STEPHEN CHUSTZ, SECRETARY
4/24/15

DATE

INITIAL ISSUE DATE: 06/10

REVISION DATES: 10/14; 04/15