

## DEPARTMENT OF NATURAL RESOURCES

**Administrative Policy No.:** 9

**EFFECTIVE DATE:** JUNE 1, 2015

**SUBJECT:** LaSALLE BUILDING ACCESS

**AUTHORIZATION:** STEPHEN CHUSTZ, SECRETARY

### **I. POLICY**

For safety and security purposes, the Department of Natural Resources (DNR) recognizes that access to and throughout the LaSalle Building must be limited and regulated. To accomplish this, DNR employees must comply with the requirements of this policy and all other restrictions related to the occupancy of and access to the LaSalle Building imposed by the Office of State Buildings.

### **II. PURPOSE**

This policy serves to establish guidelines which regulate employee and visitor access to and throughout the LaSalle Building. Total compliance is required to ensure the security of our building and safety of our employees.

### **III. APPLICABILITY**

This policy applies to all DNR employees, regardless of status. The requirements herein applicable to visitors to the LaSalle Building must be honored by all DNR employees.

### **IV. ID BADGE/ACCESS CARD**

All employees are required to complete an Employee Identification Badge/Access Card Enrollment Form (Attachment 1) during the orientation process on the first day of employment. Within forty-eight (48) hours of employment, new employees are required to provide this form to the Office of State Buildings to secure an ID Badge/Access Card. Until this is done, new employees are required to wear a Visitor Badge provided by the Visitor's Office. Once issued, ID Badges/Access Cards must be prominently worn by employees so that they are clearly visible at all times.

When an ID Badge/Access Card is lost, stolen or becomes non-functioning, employees are to immediately notify the Human Resources Division. H.R. will facilitate issuance of a replacement card via the processing of an Employee Identification Badge/Access Card Replacement Form (Attachment 2). While a replacement card is being processed, employees are required to wear an Employee Badge. These are issued by the Visitor's Office at the beginning of the work day and must be returned at the end of the day.

The Office of State Buildings assesses a Ten (\$10.00) Dollar fee for issuance of a replacement ID Badge/Access Card. Please refer to Fiscal Services Policy #01 for details.

## **V. BUILDING ACCESS**

- 1) **Employees** – An ID Badge/Access Card allows an employee to access the LaSalle Building during the hours of 6:00 a.m. through 6:00 p.m., Monday through Friday. Access to the building beyond those hours requires authorization from the Undersecretary. If warranted, a letter from the Undersecretary will be provided to the Security Desk authorizing the employee's access for a specific date, time and location within the building.

If an employee's job duties require frequent, unscheduled after-hours access to the LaSalle Building, his/her ID Badge/Access Card may be programmed for 24-hour access. Such unrestricted access should be limited and granted only after careful consideration and upon clear justification.

The 24-hour access authority granted hereby is reviewed on an annual basis. At the end of each fiscal year and no later than September 1, appointing authorities shall review the list of employees granted 24-hour access within their respective Offices and submit an updated list to the Undersecretary for consideration and approval.

- 2) **Visitors** – Visitors to the LaSalle Building first must be processed through the Visitor's Office. A Visitor Badge clearly identifying the individual as a visitor shall be issued and prominently displayed at all times.

Visitors to the LaSalle Building must pass through the security checkpoint prior to entering the elevators on the lobby floor. Additionally, visitors are to be escorted to and from their destination within the building, and then back to the Visitor's Office to return their Visitor Badge. This escort process requires that the attendant within the Visitor's Office telephone the employee to be visited, which then requires that the employee escort the visitor from the lobby to his/her destination through completion of the visit.

- 3) **Legislators** – Current members of the Louisiana Legislature that present and display their official legislative lapel pin to the DPS officer on duty at the Security Desk do not have to be processed through the Visitor's Office, obtain a badge or be escorted while present within the LaSalle Building. A Sign-In Sheet will be maintained by the Security Desk to document the Legislator's visit. The DPS officer will notify the DNR employee to be visited of the Legislator's arrival.

This special exemption does not apply to individuals accompanying a Legislator. Such individuals must be processed by the Visitor's Office and issued a Visitor Badge. These individuals, however, need not be escorted by a DNR employee but rather, can accompany the Legislator within the building.

**VI. REQUIREMENT/PROHIBITION**

DNR employees, on a daily basis, are required to utilize their own ID Badge/Access Card to enter through the lobby turnstiles. Doing so promotes a more secure and safe work environment and serves to memorialize the arrivals and departures of DNR's employees throughout the workday.

Only active employees are authorized to scan through the lobby turnstiles. All others are required to process through the Security Desk to gain access to the LaSalle Building elevators. No reason exists for DNR employees to regularly access the LaSalle Building stairwell via the entrance door on the north side of the lobby. On those occasions in which this occurs, employees are required to utilize their ID Badge/Access Card to access the stairway. Under no circumstance should an employee take advantage of the stairwell door being opened by another nor hold the door open for another to enter the stairwell.

**VII. EXCEPTIONS**

For safety/security reasons, there will be no exceptions to the requirements of this policy.

**VIII. QUESTIONS**

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

  
\_\_\_\_\_  
**STEPHEN CHUSTZ, SECRETARY**

  
\_\_\_\_\_  
**DATE**

\*\*\*\*\*

**INITIAL ISSUE DATE: 2/04**

**REVISION DATES: 06/04; 06/15**



**BOBBY JINDAL**  
GOVERNOR

**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

# State of Louisiana

Division of Administration  
Office of State Buildings

## Access Card Status Change Authorization Form

OSB Security Office's Telephone Number: (225) 219-4799  
Fax the completed and signed form to (225) 219-9309

### Access Cardholder Information

Employee Name: \_\_\_\_\_

Access Card No. \_\_\_\_\_ SSN or La. Driver License No.: \_\_\_\_\_

Agency: \_\_\_\_\_

### Actions and Changes

Please indicate and mark "X" on the following action(s) and change(s):

X	Action(s)	Additional Change(s)			
	Additional Access	1.		2.	
	Time Change		24/7		Other:
	Deactivate		Disable all access		
			Specific access to facility:		
	Delete Access Card		No longer employed	Note: Deleted Card Must be returned to the Office of State Buildings	

### Damaged, Lost/Stolen Card Replacement

Please mark "X" on the box that applies to the conditions for card replacement:

X	Replacement Type	Mark "X" on the box for action(s)	
	Damaged Card	Resulting from abuse (\$10 charge)	Resulting from normal use (No charge)
	Lost Card	\$10 processing fee will apply to the lost card replacement	
	Stolen Card	Deactivate	Police report attached
			No police report attached (\$10 charge)

(Note: Must be Accompanied By Employee identification Badge/Access Card Replacement Form (ISIS Form))

\_\_\_\_\_  
Authorized Agency Rep. Signature

\_\_\_\_\_  
Date

**Note: Please do not type. Signature is required.**

### For Internal Use Only – Please do not mark in this area

Replacement Card No.	Processed By	Date



**BOBBY JINDAL**  
GOVERNOR

**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
Office of State Buildings

**Employee Identification Badge/ Access Card Replacement Form**

OSB Security Office's Telephone Number: (225) 219-4799  
Fax the completed and signed form to (225) 219-9309

**SPECIAL NOTICE**

It is the responsibility of each employee for the care of his/her ID Badge/Access Card. A \$10.00 fee assessment will be charged to the agency for all lost and/or damaged cards.

**Access Cardholder Information**

Department: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
SSN or La. Driver License No.: \_\_\_\_\_  
Telephone (work) ( ) \_\_\_\_\_

\_\_\_\_\_  
**X Employee Signature**

\_\_\_\_\_  
**X Authorized Agency Rep. Signature**  
Tel No.: ( ) \_\_\_\_\_

**PAYMENT METHOD**

**NON-ISIS AGENCY**

Please attach a cashier check, or money order (cash will not be accepted) in the amount of \$10.00 payable to "DOA-State Building."

**ISIS AGENCY**

Please provide the following ISIS coding to be used for the processing of an "II" document (Interagency Transfer) to charge your agency \$10.00 for the replacement card requested above.

Agency No.	Organization	Object	Sub. Object	Reporting Cat. No.
------------	--------------	--------	-------------	--------------------

\_\_\_\_\_  
**X Expenditure Authorization Signature**  
Tel No.: ( ) \_\_\_\_\_

\_\_\_\_\_  
**Date**

**NOTE for SIGNATURES "X": Please do not type. Signature is required.**

**BOBBY JINDAL**  
GOVERNOR



**KRISTY H. NICHOLS**  
COMMISSIONER OF ADMINISTRATION

# State of Louisiana

Division of Administration  
Office of State Buildings

## Employee Identification Badge/Access Card Enrollment Form

OSB Badging Office's Telephone Number: (225) 219-4799  
Fax the completed and signed form to (225) 219-9309

### Access Cardholder Information

First Name:		M.I.:		Last Name:	
Date of Birth (MM/DD/YY):					
Personnel No./La. Driver License No.:					
Agency:				Department:	
Building Name:					
Telephone (work):					

Please indicate and mark "X" on one of the following:

- Full time/part time, classified/unclassified state worker  
 Student worker

### Building Access Code(s) & Access Time(s)

Building Access Code(s):	
	Access group name(s) must be listed.
Time of Access:	
	(ex. Office hours Monday-Friday, 24 hours 7 days a week, etc. Access times must be listed.

### Signature Requirement

I affirm that the above information is correct to the best of my knowledge.

Authorized Agency Rep. Signature:		Date:	
Printed Name:		TEL No.:	

Information requested in First/Last Name, Agency and Department will appear on the face of the I.D. card. The remaining information will remain confidential and will not be available to any person(s) or entities outside the control of the DOA/OSB Badging Office and will not be displayed on the face of the I.D. card.

### For Internal Use Only – Please do not mark in this area

Issued Access Card No.	Processed By	Date