
LASALLE BUILDING AND PARKING ACCESS

I. POLICY

For safety and security purposes, the Department of Energy and Natural Resources (DENR) recognizes that access to and throughout the LaSalle Building and Parking Garage must be limited and regulated. To accomplish this, the State utilizes an employee identification card system which serves to authorize employee access into the LaSalle Building turnstiles and stairwells. This system enhances employee safety by 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 DENR's employees throughout the workday. For this reason, this system also serves as a tool which assists management in monitoring employee time and attendance.

DENR employees must comply with the requirements of this policy and all other restrictions related to the occupancy of and access to the LaSalle Building and parking garage 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 and parking garage. Full compliance is required to ensure the security of our building and safety of our employees.

III. APPLICABILITY

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

IV. EMPLOYEE ID BADGE/ACCESS CARD

A. Issuance

The Human Resources Division facilitates the badge issuance by completing and forwarding an Employee Identification Badge/Access Card Enrollment Form to the Office of State Buildings (OSB) during the orientation process with new employees on their first day of employment. Prior to arriving for orientation, new employees are required to report to OSB at the Clairborne Building to secure an ID Badge/Access Card.

B. Requirements

1. Prominently wear their identification/access card on a daily basis so that they are clearly visible at all times; and
2. DENR employees are required to utilize their own identification/access card to enter through the LaSalle Building lobby turnstiles or stairwells to access the floors where duty stations are located.
3. If an employee needs to access the stairwell from the first floor lobby, the employee shall 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.

C. Prohibitions

1. DENR employees are prohibited from using another employee's identification/access card to enter the LaSalle Building, its turnstiles and stairwells.

2. DENR employees are prohibited from using the service elevators within the LaSalle Building, except when occasionally required to move furniture, equipment or supplies.

D. Replacement

When an ID badge/access card is lost, stolen or non-functioning, employees are required to:

1. Immediately notify the Human Resources Division. Human Resources will facilitate issuance of a replacement card by completing and forwarding an Employee Identification Badge/Access Card Replacement Form to the Office of State Building;
2. While a replacement card is being processed, employees are to wear a temporary 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;
3. Once the replacement form has been forwarded, employees are to report to the Office of State Buildings to obtain the replacement card.

V. BUILDING ACCESS

A. Employees

1. An ID Badge/Access Card authorizes an employee to access the LaSalle Building during the hours of 6:00 AM through 6:00 PM, Monday through Friday.
2. If an employee's job duties require frequent, unscheduled after-hours access to the LaSalle Building, their ID Badge/Access Card may be programmed for 24-hour access. Such unrestricted access should be limited and granted only after careful consideration.

B. 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.

C. 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 DENR 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 DENR employee but rather, can accompany the Legislator within the building.

VI. PARKING

The Office of State Buildings (OSB) is responsible for the surface parking and garage parking for its facilities within Capitol Park (excluding the State Capitol). As such, DENR will strive to accommodate

the needs of our employees while maintaining certain rules and procedures in the best interest of both tenant staffing and the Division of Administration (DOA).

OSB utilizes an outsourced provider to assist in providing services at these garages. Parking Concepts Inc. (PCI) is the company being utilized for the assistance. PCI can be contacted at (225) 532-1613 with any garage issues (i.e., QR Code validation error, after-hours problems, kiosk problems, etc.). The OSB Facility Manual is available to state employees at <https://www.doa.la.gov/doa/osb/facilities/>.

A. Employees

1. DENR employees are required to park in the LaSalle Parking Garage on a daily basis and adhere to the parking rules and regulations outlined in the OSB Facility Manual. Failure to comply will result in enforcement efforts that consist of two (2) warning citations for parking infractions. A third citation may result in the vehicle being immobilized by a boot.
2. DENR employees are prohibited from parking during designated working hours in the parking spaces along the streets surrounding the LaSalle Building.
3. Exceptions are limited to briefly, lawfully parking in a designated parking space along the streets surrounding the LaSalle Building for the purposes of loading or unloading equipment, supplies or business materials.
4. Employees may register up to two (2) vehicles to park in the LaSalle Parking Garage by submitting a completed *LaSalle Parking Garage Vehicle Registration* form to Human Resources.
5. To change a registered vehicle, employees must submit a completed LaSalle Parking Garage - Vehicle Change Form to Human Resources. ***To avoid receiving a citation, this form must be submitted to Human Resources prior to (if possible) or within 30 minutes of parking in the LaSalle Parking Garage.*** Failure to timely provide this information to Human Resources will result in the receipt of a valid citation.
6. Rentals or temporary, non-registered vehicles must be registered with Human Resources within 30 minutes of parking in the LaSalle Parking Garage. The employee will need to email the vehicle information to Human Resources or scan the laminated QR code available in the Human Resources Suite on the 12th floor (suite 1265). Failure to timely register a rental or temporary vehicle with Human Resources will result in the receipt of a valid citation.

B. Visitors

1. DENR visitors may park in the LaSalle Parking Garage at no cost.
2. To register a visitor, please email DENR-HumanResources@la.gov with the following information **prior** to their arrival:
 - a. License plate number;
 - b. Date and time; and
 - c. Duration for the visitor parking pass.
3. If this information is unavailable prior to the visitors arrival, a laminated QR code is available in the Human Resources Suite on the 12th floor (suite 1265). This QR code is accessible to DENR employees during HR's regular business hours, 8 a.m. to 4:30 p.m. and the only QR code that will allow the visitor to park in the LaSalle Parking Garage at no cost. *If they scan one of the QR codes in the LaSalle Parking Garage, they will be responsible for payment.* The visitor

must scan and register their vehicle within 30 minutes of parking in the LaSalle Parking Garage to avoid a citation.

4. HR can only provide visitor parking passes for the LaSalle Parking Garage. *Citations issued to visitors (or employees) who park in the Welcome Center or Galvez parking garages are considered valid and the visitor (or employee) will be responsible for any fees incurred.*
5. Visitors failing to comply with OSB's parking rules and regulations may receive a citation. These enforcement efforts will incur a cost to the visitor that they are responsible for paying if deemed valid.

VII. VIOLATIONS

Corrective action, in accordance with the Civil Service Rules, will be initiated against any DENR 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. EXCEPTIONS

For safety and security reasons, exceptions to this policy may be approved by the Secretary. Request for exceptions should be directed to the Human Resources Division.

IX. QUESTIONS

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

X. REVISION HISTORY

Date	Action
February 2002	Policy Established
February 2004	Policy Revised
June 2004	Policy Revised
June 2015	Policy Revised
September 2020	Policy Revised
March 2024	Policy Revised – Section VI updated

AUTHORIZATION:

Mark Normand, Jr., Undersecretary