

Office of State Buildings
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

Building Access Badge Policy

I. Purpose

This policy relates to access control for the state owned facilities under the authority of the Division of Administration (DOA), Office of State Buildings (OSB). This policy will also serve as the framework in which access badges to the facilities will be issued, monitored and maintained. OSB is responsible for maintaining the access badge control system in OSB maintained facilities including controlling access to garages, buildings, office suites, and documentation of all request transactions. The OSB Director, or his designee, shall be responsible for monitoring the procedures described in this policy.

II. Objectives

- A. To maximize physical security with minimum logistics.
- B. To establish access control to the facilities under the authority of DOA, OSB through the access badge control system.
- C. To establish a recorded chain of accountability for all access badges issued and duplicated.
- D. To restore physical security in a timely manner whenever access control has been compromised.

III. Responsibility

A. Office of State Buildings Responsibilities Defined

- 1) OSB Badging Office will be open to issue access badges Monday – Friday from 8:30am-3:00pm; closed for lunch between 11:45am-12:15pm.
- 2) OSB provides access badges for employees to enter garages, buildings and office suites under the authority of the Division of Administration.
- 3) OSB shall maintain authorized agency representative's signature samples on file in the OSB Badging Office.
- 4) Written requests from the Agency head will be required for any waivers to the stated policy. Requests are to be submitted to the OSB Director for consideration.

B. Agency Responsibilities Defined

- 1) The Agency shall designate a total of three (3) of its authorized staff to complete the *Badge Coordinator Form* to request new badges, replacement badges, and badge access changes. (The intent of this requirement is to have a primary coordinator and two (2) back-ups.)
- 2) The Agency shall submit access badge request forms for:
 - a. New Employees (State, Contractor, Student, Intern)
 - b. Access Changes (Add/Delete Access, Add/Change Access Time, Deactivate Badge)
 - c. Access Badge Replacements
- 3) The Agency shall complete all badge forms on behalf of State employees, contractors, students, and interns.

- 4) The Agency shall determine the needed access level and times of access of their State employees, contractors, students, and interns.
- 5) The Agency shall collect access badges of departing employees and return the access badge to the Badging Office. Agencies must immediately report to OSB any employee who departs without returning his/her access badge in order to deactivate so that unauthorized access will not be allowed.
- 6) The Agency shall stress the importance to its employees to maintain possession of their access badge and keep secured. The Agency shall notify OSB immediately of any lost or stolen access badge.
- 7) The Agency shall advise employees needing a replacement badge do to it being lost, stolen or damaged and issued less than 5 years prior, that a \$10 fee will be assessed. Acceptable forms of payment for the replacement badge are cashier's check, money order or Interagency Transfer made payable to the Office of State Buildings. In the event a police report has been filed for a stolen badge, the \$10 fee will be waved.

IV. Instruction

This policy applies to any individual who is granted authorized access to any facility under the authority of the Division of Administration, Office of State Buildings.

A. Office of State Buildings Building Access Badge Guidelines

- 1) No person shall knowingly possess an unauthorized access badge which is programmed to areas unauthorized by the proper authority.
- 2) All access badges remain property of OSB. Access badges that are no longer needed shall be promptly returned to the Office of State Buildings.
- 3) Lost or stolen access badges must be reported immediately to the Office of State Buildings.
- 4) Access badges shall be protected to reduce the possibility of damage (i.e. badge clip, badge reel, lanyard, etc.). Access badges should not be stored in wallets, pockets, or in direct sunlight.

B. Instruction Enforcement

OSB regards any violation of this instruction as a serious threat to security, including security compromises caused by failure to retrieve access badges from departing employees. OSB reserves the right to revoke access privileges to employees failing to comply with this policy.

IV. Access Badge Procurement Procedures

A. Issuing of Access Badge to New Employees

The authorized agency representative shall use the *Access Badge Enrollment Form* when requesting an access badge for a new employee (State, Contractor, Student Worker, Intern). The form must be completed in its entirety, including the applicant's name, date of birth, driver's license number, agency, department, domicile building, job title, phone number, building access code(s), times of access, and authorized agency representative signature.

Completed forms may be faxed to 225-219-9309, emailed to Badging.Office@la.gov, or delivered to the OSB Badging Office located at 1201 North Third Street, Claiborne Building, Suite 1-182, Baton Rouge, LA 70802. Out of town agencies may email employee's photo to include on badge.

B. Requests for Access Badge Changes

Requests for changes to access, changes to times of access and deactivation of badges must be submitted on the *Access Badge Status Change Request Form*. The form must be completed in its entirety, including the employee's name, access badge number, driver's license number, agency, department, the building

access code(s) to be added or deleted, the time of access to be edited, the effective date and time, and authorized agency representative signature. It is not necessary for the employee to report to the badging office since the changes will be made in the access badge control system.

Completed forms may be faxed to 225-219-9309, emailed to Badging.Office@la.gov, or delivered to the OSB Badging Office located at 1201 North Third Street, Claiborne Building, Suite 1-182, Baton Rouge, LA 70802.

C. Replacement of Access Badge

Requests for a replacement access badge must be submitted on the *Access Badge Replacement Form*. The form must be completed in its entirety, including the name, driver's license number, phone number, agency, department, replacement information, payment method (if applicable), expenditure authorization signature (if applicable), employee's signature, and authorized agency representative signature.

The OSB Badging Office will assess a \$10.00 fee to replace access badges via cashier's check, money order or Interagency Transfer. The replacement fee may be waived for the following reasons: access badge issued more than five (5) years, access badge stolen and police report is attached to replacement form, name change due to marriage, divorce, or OSB error.

D. Statewide Consolidated Security and Access Badge System Report Update

The OSB Badging Office will provide a badge report to the designated Badge Coordinators in PDF format containing the names of persons employed by the agency who have been granted access to state facilities via an access badge on an annual basis. This report will include the access group(s) (an access group consists of one or more card readers) to which each employee has access. The report will also include the times of access each employee is authorized to enter a facility. Each agency must review the report, make corrections as needed and return a copy of the corrected report to the OSB Badging Office.

Samples of items that may need correcting on the report are: the name of an employee that has resigned or has been terminated appears on the report, an employee has been granted access to areas he/she is not authorized to enter, an employee has been granted 24/7 access and should only be authorized for a specific time frame.

The original corrected report shall be retained by the Agency for audit purposes.