




State of Louisiana
 Department of Conservation and Energy
 Administrative Policy No. 9

Issuing Agency	Louisiana Department of Conservation and Energy (C&E)
Policy Title	LaSalle Building and Parking Access
Policy Number	Administrative Policy No. 9
Effective Date	February 2002
Revised Date	May 2026
Applies To	All unclassified and classified employees of the Louisiana Department of Conservation and Energy
Approval	<p>Signed by:  D53B03D7DF0140F... Undersecretary, Department of Conservation and Energy</p>

- I. **POLICY:** For safety and security purposes, the Department of Conservation and Energy (C&E) 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 C&E’s employees throughout the workday. For this reason, this system also serves as a tool which assists management in monitoring employee time and attendance.

 C&E 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 C&E employees, regardless of status. The requirements herein applicable to visitors to the LaSalle Building must be honored by all C&E 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.



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B. Requirements

1. Prominently wear their identification/access card on a daily basis so that they are clearly visible at all times; and
2. C&E 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. C&E employees are prohibited from using another employee's identification/access card to enter the LaSalle Building, its turnstiles and stairwells.
2. C&E 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. **Badge Access:** An ID Badge/Access Card authorizes an employee to access the LaSalle Building between 6:00 AM and 6:00 PM, Monday through Friday.
2. **24/7 Access:** Employees whose job duties require frequent, unscheduled after-hours access to the LaSalle Building may be granted 24-hour ID Badge/Access Card privileges. This level of access should be limited and approved only after careful consideration. If 24-hour access is not necessary, and the standard 6:00 AM to 6:00 PM access does not align with the employee's work schedule, an alternative Monday – Friday access time zone may be assigned instead.
3. **Forgotten Badge Procedure:** Temporary printed badges will no longer be issued. Employees who forget their badge must sign in with the security guard at the front desk upon arrival and contact a coworker or supervisor to escort them to their floor. A sign-in sheet will be provided and must be completed upon entry and exit. **Responsibility for access rests with the employee.**

B. Visitors

1. **Visitor Sign-In Requirements:** After entering the LaSalle Building, all guests visiting C&E must sign in with the security guard at the front desk on the first floor upon arrival. A sign-in sheet will be provided and must be completed upon entry and exit.



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2. **Employee Responsibility for Visitors:** Employees expecting visitors for meetings or other business purposes must ensure visitors are provided, in advance, with the name and phone number of the C&E employee they are visiting. **Upon arrival, visitors will be required to contact that employee, who must retrieve them from the first floor and escort them to the appropriate location.**

Employees must also provide visitors with a backup contact name and phone number in the event the primary contact is unavailable at the time of arrival. The security guards will not contact employees on behalf of visitors. **It is the employee's responsibility to ensure visitors are provided with all required contact information prior to arrival.**

3. Visitors must be escorted to their destination; they will not be permitted upstairs without an escort.

C. Legislators

Current members of the Louisiana Legislature that are able to present and display their official legislative lapel pin to the security guards on duty at the Security Desk do not have to 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 security guards on duty will notify the C&E employee to be visited of the Legislator's arrival.

This special exemption does not apply to individuals accompanying a Legislator. Such individuals must follow the same visitor procedure outlined above. These individuals, however, need not be escorted by a C&E 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, C&E 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. C&E 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. C&E 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 the 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**



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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. Failure to timely register a rental or temporary vehicle with Human Resources will result in the receipt of a valid citation.

B. Visitors

1. C&E visitors may park in the LaSalle Parking Garage at no cost.
2. To register a visitor, please email DCE-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 visitor’s arrival, a laminated QR code is available and located in the Human Resources Suite. This QR code is accessible to C&E employees during HR’s regular business hours, 8:00 AM – 4:30 PM 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 C&E 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 on limited basis. Requests for exceptions to this policy shall be justified, documented and submitted through the Human Resources Director to the Secretary for consideration.

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



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September 2020	Policy Revised
March 2024	Policy Revised: Section VI.
January 2026	Policy Revised: Agency name, Section V.B.
June 2026	Policy Revised: Section V