

BIENVILLE SECURITY PROCEDURES

To best protect employees, contractors, and visitors of the Bienville Building and ensure compliance with state and federal rules and regulations, secure access to confidential data, and to ensure the general safety and security for those with proper access to the Bienville Building the below security procedures were established on August 16, 2008.

EMPLOYEES

The Office of State Buildings issues employees of the Bienville Building State Identification/Access badges. The forms to gain access or make changes to Bienville Building and/or Galvez Parking Garage access shall be completed only by the LDH Division of Safety/Security and Administrative Services Director (#138) or the LDH Division of Safety/Security and Administrative Services Deputy Director (#152). The two are the only authorized signers for badging forms. Please note that contractors/employees shall have an H# or P# along with official la.gov email address before any paperwork will be issued to access the Galvez Parking Garage and Bienville Building. All Bienville Building employees are required to wear their State Identification badge in plain sight (at or above the waist) while in the Bienville Building.

All Bienville Building employees are required to scan their State Identification/Access Badge at required points where badge readers exist. No employee shall share their State Identification/Access Badge or “piggy back” into the Bienville Building or out of Galvez Parking Garage. **Never allow someone to follow behind you without first scanning their access badge.** Bienville Building Identification/Access Badge audits are conducted randomly and any misuse and/or non-use of State Identification/Access Badge may result in termination of access to the Bienville Building and/or the Galvez Parking Garage.

Bienville Building employees that forget their State Identification/Access Badge must present official government issued identification* to the Bienville Building front security desk, complete and sign in on the Official Employee Sign-In Log, and obtain a temporary badge for that day. Upon leaving the Bienville Building for the end of the employee’s work shift, the Bienville Building employee shall sign out at the Bienville Building front security desk.

NOTE: Employees shall scan their state issued access badge to enter the Bienville Building via the employee/tenant entrance. Once complete they shall show their official state issued access badge to the uniformed security officer that is stationed there from 530AM-230PM daily before they can proceed any further into the Bienville Building. Any other badges or non-badge holders shall utilize the Bienville Building Main Lobby entrance. No employee shall call on another to open a secured door to let them in causing a security breach.

CONTRACT EMPLOYEES

Contract employees may be issued a State Identification/Access Badge on a case-by-case basis and must adhere to the same rules as regular Bienville Building employees.

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NOTE: Contract employees shall scan their state issued access badge to enter the Bienville Building via the employee/tenant entrance. Once complete they shall show their official state issued access badge to the uniformed security officer that is stationed there from 530AM-230PM daily before they can proceed any further into the Bienville Building. Any other badges or non-badge holders shall utilize the Bienville Building Main Lobby entrance. No contract employee shall call on another employee to open a secured door to let them in causing a security breach.

ACCESS BADGE MISUSE/NON-USE

Bienville Building identification/access badge reports are ran every 30-45 days for misuse/non-use; and any Bienville Building identification/access badge that has not been utilized within the noted 30-45 days shall be deleted and/or deactivated along with parking access in the Galvez Parking Garage.

Employees/Contract Employees whose identification/access card is deleted or deactivated will be required to check in at the front security desk to obtain a temporary access badge, validate their parking via the QR code located, and report to the LDH Division of Safety/Security & Administrative Services Director (or Deputy Director) where they are to surrender their deleted/deactivated access badge or explain why they feel their identification/access badge should be reactivated. It is at the discretion of the DSSAS Director and/or Deputy Director if a new access badge should be issued and/or reactivated.

HOURS AND ACCESS

All Bienville Building employees will have access to the Bienville Building from 5:00 a.m. to 6:00 p.m. Monday through Friday. Bienville Building employees will have access to the Galvez Parking Garage 24/7.

The Bienville Building front main entrance door shall be locked promptly at 5:00 p.m. and unlocked promptly at 7:30 a.m. Monday through Friday (excluding state declared holidays/state issued office closure) by the Bienville Building front desk security guard on duty at that given time.

State Identification Badge access doors, floor access doors, turnstiles, and other access panels automatically lock and unlock via a preset schedule within the State security system database (Pegasys).

Afterhours access to the Bienville Building, weekdays before 5AM, after 6PM, or weekends, requires additional security be applied onto the employee's State issued Identification/Access Badge. The employee's agency appointing authority shall request after-hour access in writing (via email) to the LDH Division of Safety/Security and Administrative Services Director and/or

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the LDH Division of Safety/Security and Administrative Services Deputy Director. The email must include justification as to why the employee needs after-hours access and if that additional access is temporary in nature or permanent. To ensure additional access is granted timely, if an employee needs access on the current work weekend, appointing authority must submit the request by noon on the Thursday before the weekend.

Employees with afterhours access shall refrain from bringing visitors/friends/family into the Bienville Building with them should they be working after-hours as there is HIPPA throughout and a liability to the State. Should it be absolutely necessary to bring your child with you (regardless of age), please ensure you sign them in at the Bienville Building front security desk and you are with them at all times while onsite afterhours.

Should there be events within the capital complex employees with afterhours access shall not use their position with the State to access the Bienville Building or Galvez Parking Garage for “personal use” (i.e allow visitors/friends in to use restrooms or to gain free parking).

No contractor/employee shall have access to the Bienville Building unless they’re physically employed/housed within the Bienville Building and shall adhere to any established policy and/or procedure. Any exceptions to this rule must be approved by the LDH Division of Safety/Security and Administrative Services Director.

No contractor is to have 24/7 access to the Bienville Building nor shall they be promised space, equipment, and or services. If a contractor will be onsite, a regular state employee shall be with them to supervise and/or ensure of their safety/security. No contractor is to be left unsupervised in the Bienville Building.

VISITORS

A visitor is defined as anyone who does not have State issued Identification/access card granting them direct entry into the Bienville Building to include:

- Friends;
- Family members;
- Children;
- LDH State Employees/Contractors that are **not** employed/housed in the Bienville Building; and
- State Employees from other state agencies.

All visitors must present official government issued identification* to the Bienville Building front security desk, sign in on the Official Visitor Sign in Log Sheet, and obtain a temporary badge and wear it for the duration of their visit. The Bienville Building Front Desk Security Guard will verify:

- the photo on the official government issued identification with the visitor,
- the signature on the official government issued identification with that on the sign in log; and

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- will question the visitor on the purpose of the visit to ensure the logs match the visitors' intent.

The Bienville Building front desk security shall then contact the Bienville Building employee the visitor wishes to see. The Bienville Building employee, or their representative, shall go to the first floor lobby and escort their visitor(s) to the metal detector where they will be screened by the Visitor Turnstile Security Guard, Bienville Front Desk Security Guard, LDH Division of Safety/Security and Administrative Services Deputy Director, or LDH Division of Safety/Security and Administrative Services Director per proper protocols.

The visitor shall be required to go through the Bienville Building metal detector and personal bags/purses shall be opened to ensure no contraband is entering the Bienville Building. Once an "all clear" is given by the Visitor Turnstile Security Guard, Bienville Front Desk Security Guard, LDH Division of Safety/Security and Administrative Services Deputy Director, or LDH Division of Safety/Security and Administrative Services Director, the Bienville Building employee shall continue to escort the visitor to the meeting space where the visitor will be dropped off.

Once the meeting has ended, at least one of the Bienville Building employees that attended the meeting shall escort their visitors to the first floor main lobby where they are to check out with the Bienville Building front security desk.

If the visitor is a state employee from another state department/agency without access to the Bienville Building, a temporary badge will be issued and it shall contain a marking to indicate the visitor is a current official state employee. The state employee is not required to be screened by Visitor Turnstile Security Guard, Bienville Front Desk Security Guard, LDH Division of Safety/Security and Administrative Services Deputy Director, or LDH Division of Safety/Security and Administrative Services Director, but still must wear the temporary badge through the duration of their visit and sign in and out at the Bienville Building front security desk.

SHIPPING/RECEIVING

The Bienville Buildings' shipping and receiving hours are Monday-Friday 8AM through 4PM and closed on state declared holidays. All delivery companies are to sign in/out for a temporary building access badge that will give them access to the freight elevator and 5th floor stairwell access doors where they are to bring all packages to the LDH Mailroom (#526).

No delivery shall be made directly to an office/employee without the consent of the LDH Division of Safety/Security & Administrative Services Director and/or LDH Division of Safety/Security & Administrative Services Deputy Director in accordance to the LDH Bienville Building Mail Handling Policy.

No packages or equipment is to be left at the Bienville Building front security desk. The security guard on duty is not responsible should item be taken or misplaced.

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LOADING DOCK AND FREIGHT ELEVATOR USE

The Bienville Building Loading Dock and Freight Elevator is only to be used by delivery companies, offender labor (DCI), Office of State Buildings Maintenance, LDH Division of Safety/Security and Administrative Services staff, and select LDH employees as approved by the LDH Division of Safety/Security & Administrative Services Director and/or LDH Division of Safety/Security & Administrative Services Deputy Director in order to conduct regular daily work duties.

Only employees that have approved badge access are permitted to use the freight elevator during shipping/receiving hours and/or while offender labor is cleaning the building. All employees, with exception to those noted above, shall refrain from use of the freight elevator.

Upon delegated authority by the DOA/OSB the LDH Division of Safety/Security & Administrative Services Director reserves the right to terminate/grant access to the Bienville Building loading dock and/or freight elevator.

EAST FIRE STAIRWELL EMERGENCY/FIRE EXIT DOOR ONLY

Employees/contractors are not permitted to exit the Bienville Building from the east fire stairwell "EMERGENCY/FIRE EXIT ONLY" doors. No delivery and/or employee/contractor/visitor entry shall ever be conducted from the "EMERGENCY/FIRE EXIT ONLY" door, no exceptions.

Per LA Rev Stat § 14:59, tampering and/or creating a false alarm of fire or emergency notice which would reasonably result in emergency response can result in a fine of five hundred dollars (\$500), or violator being imprisoned for not more than six months in the parish jail, or both.

All Bienville Building entrances and exits are monitored by camera. No main exit/entry door shall be propped open (including first floor public facing conference rooms) unless approved by the LDH Division of Safety/Security & Administrative Services Director.

BALCONY

There are balconies located on the 3rd through 8th floors of the Bienville Building. Employees are permitted to access them to get fresh air. But no furniture (i.e. chairs) is permitted on the balcony, doors are never to be propped open, waste/trash is not to be thrown off the balcony, and there shall be no smoking or vaping from the balcony. If using the balcony to have phone/private conversations, please note that there are offices also located by the balconies and conversations may be heard by those office tenants.

Upon delegated authority by the DOA/OSB the LDH Division of Safety/Security & Administrative Services Director reserves the right to restrict/terminate access to the balcony due to employee misuse or for safety/security related matters.

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PERSONAL DELIVERIES

Any personal deliveries brought to the front security desk (i.e. floral delivery, balloons, etc.) the front desk security guard shall contact the employee to come down to the front security desk and sign for the personal delivery directly. If the employee or their designee fails to come down in a timely manner and sign for the personal delivery the LDH Division of Safety/Security and Administrative Services Deputy Director or LDH Division of Safety/Security and Administrative Services Director shall be contacted and may result in the rejection of the personal delivery. No deliveries, packages, envelopes, etc. are to be left at the Bienville Building front security desk. The security guard on duty is not responsible should item be taken or misplaced.

OFFICE DOOR KEYS

All office door keys that are issued will be done so through the LDH Division of Safety/Security & Administrative Services Director and/or LDH Division of Safety/Security & Administrative Services Deputy Director only. Each employee is required to sign for their office keys and must return the key to the LDH Division of Safety/Security & Administrative Services Director and/or LDH Division of Safety/Security & Administrative Services Deputy Director when they either terminate employment with the LDH or transfer to another LDH agency within the Bienville Building for reissuance to the new tenant.

VENDING MACHINES

Per RS 23:3023 only the blind under the Louisiana Rehabilitation Services shall be given priority in the operation of vending services (stands, machines, cafeterias, concessions) in all public buildings. All vending services are currently handled via contract between the LRS and the OSB.

Any issues with vending services/machines shall be reported to LDH Division of Safety/Security & Administrative Services Director and/or LDH Division of Safety/Security & Administrative Services Deputy Director and they will notify the contractor directly or the OSB.

SECURITY PERSONNEL

There shall be a Visitor Turnstile Security Guard from 7:30 a.m. to 4:00 p.m. and shall remain at their post through the duration of their shift. One security guard is provided 24/7 at the Bienville Building front security desk, one security guard is provided from 6:00 a.m. to 6:00 p.m. at the Bienville Building employee entrance turnstiles, one security guard is provided from 8:00 a.m. to 4:00 p.m. at the Bienville Building loading dock entrance, and one security guard is provided from 5:30 a.m. to 2:30 p.m. The security guards duty is to ensure all Bienville Building employees have their badge and scans their badge to access the Bienville Building any further, ensure only those with approved badge access are entering via the loading dock, verifying credentials of those individuals accessing the Bienville Building without a badge, and checking visitors bags/personal belongings.

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Security guards are not authorized to unlock doors to allow anyone into the Bienville Building outside of business hours nor are they to scan their badge to let someone through the turnstiles during business hours.

The Department of Public Safety provides the contracted security guards in state owned facilities and may provide armed officers (should one be available) in state owned buildings. Should you have a compliment/complaint please notify the LDH Division of Safety/Security & Administrative Services Deputy Director who in turn will notify the DPS contract monitor.

DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action up to and including dismissal. Any questions should be directed to the LDH Division of Safety/Security & Administrative Services Director at 225-342-3501.

LDH Division of Safety/Security & Administrative Services Director

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