

BIENVILLE SECURITY PROCEDURES

To best protect employees and visitors of the Bienville Building and ensure compliance with state and federal rules and regulations related to access to confidential data, we are implementing some enhancements to the Bienville Building security procedures effective August 16, 2008.

EMPLOYEES

The Office of State Buildings issues all employees of the Bienville Building State Identification badges. The forms to gain access or make changes to Bienville Building and/or Galvez Parking Garage access shall be located in the LDH Human Resources Office, LDH Safety & Security Director Office, and Bienville Building Coordinator office. One of three authorized signers for badges must sign the appropriate form. All Bienville Building employees are required to wear their State Identification badge in plain sight (above the waist) while in the Bienville Building.

Bienville Building employees that forget their State Identification badge must present official government issued identification* to the Bienville Building front security desk, 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.

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

CONTRACT EMPLOYEES

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

Bienville Building and Galvez Parking Garage access card audits are conducted randomly and any misuse and/or non-use of access cards may result in termination of access.

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 6:00 p.m. and unlocked promptly at 5:00 a.m. Monday through Friday (excluding state declared holidays/state issued office closure) by the Bienville Building front security desk officer 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 Bienville Building security system (Pegasys).

*Official Government Identification accepted include: State Driver's License, DMV Issued Identification Card, U.S. Military Identification Card, U.S. Passport, and/or State/Federal Identification card issued from a state or federal agency.

Access to the Bienville Building, after normal business hours, shall require additional access on the Bienville Building employee's State Identification Badge. The employee's appointing authority shall request after-hour access in writing (via email) to the LDH Safety & Security Director and the Bienville Building Coordinator. The email must include justification as to why the employee needs after-hours access to their badge and if the 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.

No contractor or employee shall have access to the Bienville Building unless they're physically employed/housed within the Bienville Building. Any exceptions to this rule must be approved by the LDH Safety/Security & Administrative Services Director.

VISITORS

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

- Friends;
- Family members;
- Children;
- LDH State Employees/Contractors that are **not** 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
- 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 Sheriff Deputy on duty. 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 sheriff deputy, 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 that floor's elevator lobby to ensure the visitor returns 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 agency and presents a State Identification Badge to the Bienville Building front security desk the temporary badge issued shall contain a marking to indicate a current state employee. The state employee is not required to be screened by the sheriff deputy, but

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

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, it shall be rejected by the front desk security. No deliveries, packages, envelopes, etc. are to be left at the Bienville Building Front Security Desk.


OFFICE KEYS

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

SECURITY PERSONNEL

There shall be a sheriff deputy on duty from 6:00 a.m. to 6:00 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, and one security guard is provided from 8:00 a.m. to 4:00 p.m. at the Bienville Building loading dock entrance. The security guards duty is to ensure all Bienville Building employees scan their badge to access the Bienville Building any further and/or verify credentials and signing in and out individuals wanting to access the Bienville Building

Any questions should be directed to the LDH Security Director/Coordinator office at 225-342-3501 or 225-342-7524.



LDH Safety & Security Director

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Updated January 10, 2017

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Updated January 6, 2020

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