

**Louisiana Office of Financial Institutions**  
**Building Security Practices and Procedures**  
**Main Office Location**

I. PURPOSE

To establish the Louisiana Office of Financial Institutions' (LOFI) policy and procedures regarding the building security of the Main Office Location.

II. POLICY

The two entry doors to the building (front entrance and employee entrance) are open between the hours of 7:00 a.m. and 5:00 p.m. Access to the building after regular business hours is controlled by a card system. Employees with a need to access the building outside regular business hours may be authorized by the Commissioner or Administrative Program Director to have a card after obtaining supervisor approval.

The second floor doors that provide access to the hallways/corridors remain locked at all times. Employees enter through three of these four doors by inputting the access code in the keypads that control the locks. The fourth door may only be opened from inside the hallway or by a switch located at the receptionist desk.

Visitors report to and register with the receptionist prior to being admitted beyond the lobby area. Vendors use the phone located in the rear lobby to contact the supplies manager for access.

The building access code is set by the Safety Officer. It is changed by the close of business on the day an individual is separated. The code is made available to employees and to persons on assignment at this location (e.g. FDIC examiners working with Baton Rouge District; LOFI employees visiting from other districts). All individuals provided with the code are advised not to share the access code with any other persons.

III. PROCEDURES

The two entry points (front entrance and employee entrance) are monitored by video surveillance after regular business hours and on weekends. The building manager sets and monitors the computer controlled access which locks and unlocks entry doors.

Employees may obtain building access cards with permission from both their supervisor and the Commissioner or Administrative Program Director. The building manager assigns the access cards and provides the Administrative Program Director the unique card number assigned to each employee. The Administrative Program Director keeps a log of these cards along with the name of the employee to whom the card is assigned.

Temporary card access may be granted to employees by the Administrative Program Director with written approval from the employee's supervisor.

Building cards are monitored electronically and monitoring reports can be provided to the Administrative Program Director upon request.

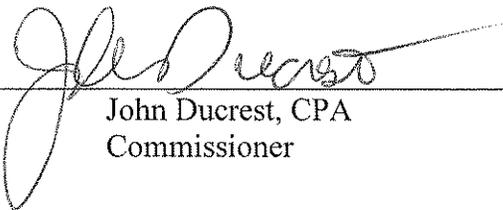
When visitors arrive at the office, the receptionist notifies the person with whom they have an appointment that the visitor is here. The employee then is responsible for remaining with the visitor throughout the entire time the visitor is in the office. All visitors must sign a log upon arriving at the office and leaving the office.

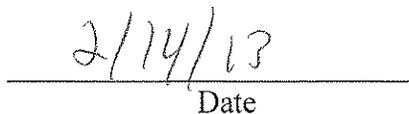
Vendors use the phone located in the rear lobby to contact the Supplies Manager who admits/escorts the vendor throughout the entire time the vendor is in the office.

On the last day of an individual's employment, the security access code is changed by the Safety Officer. Before noon, the Safety Officer will send out an e-mail alerting employees that the code will be changed at a specific time. Once the employee leaves and the Safety Officer receives confirmation from the IT Director that the employee's computer access has been terminated, the Safety Officer will first change the code and then send out another e-mail containing the new code.

Finally, the Safety Officer will put "New Code" signs near all keypads. The Safety Officer will also post the telephone numbers for Administrative Staff in case employees do not have the new code and need access to the building the following business day.

APPROVED BY:

  
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John Ducrest, CPA  
Commissioner

  
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Date