



DATE: April 14, 2008
TO: Executive Staff, Assistants and Secretaries
FROM: Morlin Asset Management, Central Facilities Management
RE: **Access Policies and Procedures**
LAUSD Administrative Headquarters

I. Introduction

Since beginning its occupancy in 2002, LAUSD has successfully maintained an open and friendly work environment for all who occupy or visit LAUSD Administrative Headquarters. With the help of security services provided by the LA School Police department, incidents affecting the safety and well-being of all personnel have been minimized.

As a result of the increased awareness and need for safety measures and for the security of staff and visitors alike, new electronic systems are being installed to control and limit access to LAUSD Administrative Headquarters by authorized individuals only. In conjunction with these new systems, modifications in access policies and procedures are necessary. The following are intended to enhance the safe working environment within the building without adversely affecting the work flow and business operations of LAUSD.

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| <p>NOTE: <i>Even during the business day, with the new access systems and procedures, all LAUSD Administrative Headquarters staff will be required to scan a valid access badge in order to enter the building or to travel between floors via elevators or stairwells. Visitors and contractors will have further limitations which give them access only to certain pre-authorized floors at certain times.</i></p> |
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II. New Systems

- A. *Access Controls in the Main Lobby* which will require all staff, contractors and visitors to scan valid access cards as they pass through entry bollards to gain access into the building at any time.
- B. *Access card readers in elevators, floor lobbies, stairwells and selected office areas* allowing access to authorized individuals only. The system records and tracks each person's entry.

- C. *Red Emergency Exit buttons in elevator lobbies* limiting access to the floors while still allowing access in emergencies. Note: the card-reader allows authorized access; the red button releases the lock in an emergency, triggers a local alarm, and notifies Headquarters Security. An intercom is provided for direct communication with lobby security.
- D. *Cameras and recording devices monitored by Headquarters Security* allowing the photographic identification of intruders and the ability to track such activity by date and time.
- E. *Parking access controls and security gates* limiting access to the Headquarters garage and eliminate unauthorized access to parking within the building. No visitor parking will be authorized.
- F. *A comprehensive online Visitor Management System* allowing individual departments to control and authorize visitor access in an efficient manner. The same system allows departments to authorize after hours access for their staff as needed. The Visitor Management System is accessible 24/7 but only from computers located within LAUSD Administrative Headquarters and only accessible by authorized personnel.

III. Access Policies and Procedures

- A. Business Hours for LAUSD Administrative Headquarters are considered Monday through Friday, 6:00 AM to 6:00 PM – except for designated holidays.
- B. After Hours include all non-business hours such as nights, weekends and holidays.
- C. Department Access Administrators

Each department shall have at least two individuals who have received training and access to the Visitor Management System. Department Access Administrators are designated by the department head, and it is the responsibility of the department head to inform Morlin of any changes to Department Access Administrators.

- D. Photo ID Badge

All LAUSD Administrative Headquarters Staff must obtain and keep visible at all times a valid LAUSD Administrative Headquarters photo ID badge while within the building. This badge will be programmed as an Access Badge. Anyone who requests to identify you by viewing the badge is entitled to do so at any time – especially Headquarters Security. Access parameters associated with the ID badge require department head approval. Please contact Morlin and submit a *LAUSD Access Badge Request* form if you do not have a valid Access Badge.

E. Building Access

Card readers are installed at the first floor lobby turnstiles and in all elevators, elevator lobbies and stairwells. Access at any time is available ONLY by scanning a valid Access Badge programmed for that location.

1. Access During Business Hours: During regular business hours, all Headquarters Staff will have their valid Access Badges programmed for entry to all floors that are not on restricted access (such as the 9th Floor data center). Staff members will be required to scan their badges in all elevators and at all stairwell doors as they move through the building during the business day.
2. Inter-floor Access via Stairwells: Except for restricted access floors, all Headquarters Staff Access Badges will be programmed to allow free access via the stairwells during regular business hours. Because all stairwell doors are secured with card-readers and because visitors are limited to one floor at a time, visitors are not permitted to travel between floors via the stairs.
3. Access to and from the 2nd Floor Bridge to B2 Parking: Access to and from the 2nd floor bridge is by card access only for those assigned to park in B2. For the security of all, access to the building from the 2nd floor bridge is closed after hours – even to those with parking. After hours, authorized parkers must enter LAUSD Administrative Headquarters via the first floor main lobby. Exiting via the bridge remains available.
4. Access After-Hours: After-hours access within the building is restricted based on the access levels programmed into the valid Access Badge. Department executives are responsible for approving after hours access to the floors within their specific jurisdiction on a permanent or one-time basis.

After-hours visitor or vendor access to a particular department is controlled by the Department Access Administrator via the online Visitor Management System. Additionally, access to the loading dock is by appointment only arranged through Morlin Management.

5. Restricted Areas: The following areas are restricted from access both during and after business hours without special authorization, whether or not the doors are open:
 - a. Areas or offices with access restricted by card readers, closed or locked doors.
Included are certain areas and offices on the 9th, 12th, 24th and 27th floors.
 - b. Building service areas such as electrical and telephone rooms, janitorial closets, elevator rooms, building equipment and storage rooms, etc.
 - c. Tenant suites and storage areas except when open to the public.
 - d. The roof.

F. Access Approvals

1. Authorized Signers
 - a. Department executives designate individuals who are authorized to provide approvals for various activities and processes within LAUSD Administrative Headquarters. These processes include authorizing visitors, after-hours access, after-hours air conditioning, MAC's, etc.
 - b. Each department must file a *Department Authorized Signatures* form with Morlin Asset Management. This form designates the above individuals authorized to approve access levels for the department.

2. Access approvals for Headquarters Staff
 - a. The *LAUSD Access Badge Request* form is completed for each Headquarters staff person indicating the requested access level for both regular business hours and after hours. The form indicates the access levels within the building for floors, hours and parking (assigned by the District).
 - b. The Access Badge Request form must be signed by an *Authorized Signer* as designated by the Department Head in each department.
 - c. When submitted and processed by Morlin, the staff member's Access Badge is programmed to allow the access designated.
 - d. Temporary or one-time after hours access approval for a Headquarters staff member is handled through the Visitor Management System.

3. Access approvals for visitors
 - a. *Department Access Administrators* are appointed by the department head. Each is given parameters by the executive as to the department procedures and protocol for scheduling and programming in visitors to the online Visitor Management System.
 - b. Department Access Administrators and executives may also verbally approve business hours access of an unscheduled visitor. At the request of the unscheduled visitor, the Customer Service desk located on the first floor may contact the appropriate person for that approval, but this procedure applies ONLY during business hours. After hours, no visitors will be allowed access without having first been registered into the Visitor Management System.

4. After-hours access approvals
 - a. *LAUSD Administrative Headquarters Staff*. After-hours access for Headquarters staff is granted in one of two ways:
 - i. The same manner as for visitors, using the Visitor Management System to program in a specific day, time and location for the staff person.
 - ii. Via the individual's *LAUSD Access Badge Request* form where, when approved, regular after-hours access can be programmed into the Access Badge.
 - b. *Visitors*. After hours access for visitors is granted via the Visitor Management System. No visitors will be allowed access after hours without authorization through this system.

5. Access to Restricted Areas

- a. Approval for after-hours access to certain restricted areas and/or certain floors – such as the 9th, 12th and 24th floors – is limited to certain high-level executives.
- b. Access to LAUSD Administrative Headquarters’ service areas and the roof is provided through Morlin Asset Management only.

G. Visitor Access Policy

1. Visitor Management System

Visitor access is authorized by *Department Access Administrators* through the Visitor Management System. The following individuals may be entered in to the system:

- a. District Staff officed outside of LAUSD Administrative Headquarters
- b. Non-District visitors and guests
- c. Vendors, suppliers and contractors providing services and materials

2. Access During Regular Business Hours

- a. Visitors with District business may enter LAUSD Administrative Headquarters provided they have been authorized via the Visitor Management System.
- b. All visitors will be required to check in with Headquarters Security in the main lobby on the first floor.
- c. Generally, visitor access is restricted to a single floor. Visitors wishing to attend a meeting on an additional floor will have to return to the first floor Security desk to obtain further authorization – or be accompanied by District staff.
- d. During business hours only, if a visitor arrives without authorization, the Customer Service Center will contact the District staff member indicated by the visitor for authorization. This process will result in extra delays.

3. After-Hours Access

- a. Visitors with District business may enter LAUSD Administrative Headquarters after-hours provided they have been authorized via the Visitor Management System.
- b. Each visitor must be authorized separately.
- c. Exception: Friends or family members of a Headquarters Staff Member may (with prior authorization) visit the Staff Member after hours provided that:
 - i. Each individual signs in with Security and provides the proper ID. Proper ID includes a valid District photo ID, driver’s license or state ID card.
 - ii. No more than three individuals may visit a Staff Member after hours.
 - iii. Each visitor must remain under the direct supervision of the Staff Member at all times. Visitors may not wander the floors or building.
- d. All after-hours visitors must check in with Headquarters Security in the first floor lobby. Security will confirm the person’s identity via a District ID card, driver’s license or state ID card, verify the authorization and destination in the Visitor Management System, and then allow access to the designated floor via an elevator.

4. Parking Validations

Note that there will no longer be visitor parking within LAUSD Administrative Headquarters. Be sure to arrange for proper parking validations for visitors parking in designated District lots. The Office of the Building cannot provide validations.

H. Contractors, Vendors and Suppliers Access Policy

1. Access to LAUSD Administrative Headquarters will be provided to contractors, vendors and suppliers arriving at the building on District business in the same manner as provided via the Visitor Management System.
2. Loading dock access for vendors and contractors is by appointment only.
3. Consistent with the current policy, contractors are required to maintain specified levels of insurance naming the District as an additional insured. Contact Morlin for more information.
4. The District maintains a “no solicitor” policy for LAUSD Administrative Headquarters. If invited to propose services or supplies, vendors may make presentations by appointment and only to the department requesting the visit.

I. LAUSD Administrative Headquarters Tenants Access Policy

The District maintains leases or contracts with certain tenants of LAUSD Administrative Headquarters – the California Credit Union, the A-Level Cafeteria, and others. These tenants, their visitors and customers will be provided access in a similar manner as District staff.

If you have any questions or concerns about the new access policy and procedures, please contact:

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