



MEMORANDUM

DATE: ~~October 9, 2008~~ **REVISED August 10, 2009**

TO: Executives and Assistants – LAUSD Administrative Headquarters

FROM: Morlin Asset Management
Central Facilities Services

RE: Policy for Providing Photo I.D. Access Badges
For Non-LAUSD Administrative Headquarters-Based Staff
REVISION: Beginning September 1, 2009, access badges will be valid for 180 days instead of 90 days

Background

Certain departments and individuals have requested the issuance of the District's photo ID access badge to staff not permanently assigned to LAUSD Administrative Headquarters. These requests are generally from those who wish to minimize the time necessary to enter outside staff into the Visitor Management System and to minimize the delay of having to check in with Security on the first floor of Headquarters.

In order to minimize inconvenience to District staff while continuing to maintain the level of security and life safety intended for LAUSD Administrative Headquarters, the following policy is in effect immediately.

Policy

The District will allow the issuance of photo ID access badges to District staff not assigned to LAUSD Administrative Headquarters provided the following conditions are met:

1. The staff member must have a specific need to visit Headquarters on a regular basis – at least once each week – for District business.
2. The staff member must obtain written approval from the Division executive located within Headquarters and sponsoring the regular visit.
3. The staff member must follow the procedures outlined below.

Procedures

1. Divisions must request that Central Facilities issue access badges to non-LAUSD Administrative Headquarters-based staff by submitting the attached form – fully completed

and signed and dated by the appropriate Division executive based in Headquarters. A separate form is required for each staff member not regularly assigned to Headquarters. Included on the form is a funding line that will authorize the charge of \$10.00 for the access badge requested. There is no charge for renewing a previously issued badge.

2. Upon submission of the valid form to the Office of the Building (2nd floor, suite 209), the staff member's photo will be taken and an access badge issued. If the badge is lost, stolen, forgotten or damaged by the recipient, a replacement badge will be made available for \$10.00.
3. The issued access badge will be valid for access to the floors designated on the form for regular District work days from **5:30 AM to 6:30 PM**. Access after hours, holidays and weekends will require the Division to authorize access via the Visitor Management System (VMS).
4. **Effective with new badge requests or renewals requested on or after September 1, 2009, photo ID access badge will be valid for 180 days. The badges will require renewal prior to expiration.** Badges not so renewed will be automatically deactivated and confiscated. Renewals must be initiated by submitting a new form with the signature of the Division executive as outlined in Procedure #1 above.
5. The badge will be automatically deactivated if it is not used for access at least once every 30 days.
6. Access badges will not be issued until the staff member has taken and passed the online fire life safety training quiz for LAUSD Administrative Headquarters. Please visit <http://lausd.bssnet.com/> to watch the video and take the quiz. The quiz must be retaken and passed annually. The badge will be deactivated if this is not done.
7. All staff issued access badges must adhere to the District's security policies and procedures – including keeping the badge visible at all times while in the Headquarters building. Staff members must also scan in and out of the building on each visit.

Pre-existing Outside Staff Access Cards

For those staff members from other locations who currently hold access badges for LAUSD Administrative Headquarters, those badges will expire on December 31, 2008. Renewal of those badges can be completed as outlined above.

If you have any questions or concerns regarding this policy, please contact Morlin Asset Management at (213) 241-1320. Thank you.

ACCESS BADGE REQUEST
For NON-Headquarters BASED STAFF
LAUSD Administrative Headquarters

TYPE OF REQUEST: (check one)

New Card (\$10) Replace Lost/Stolen Card (\$10) Replace Defective Card Renewal (\$0) Other _____

CARDHOLDER INFORMATION: (please print)

Name: _____ Employee # _____

If applicable: Consultant Firm's Name: _____

Contract #: _____ Expiration: _____

Job Title: _____ Location Code: _____ Class Code: _____

Division Name: _____ Branch: _____ Unit: _____

District Office Address: _____

Email: _____ Phone: _____

BUILDING FIRE LIFE SAFETY PROGRAM COMPLIANCE:

Fire life safety quiz passed for Photo ID Access Card release? YES

Go to <http://lausd.bssnet.com> to watch the Fire Life Safety Presentation and take the quiz. Applicants must provide a printed copy of successful quiz completion.

FUNDING: A \$10.00 fee will be charged for each card issued. Please provide a valid funding line:

FUNDING LINE: (old version)

FUND	AREA	ORGN.	PROG.	OBJ.

(new version):

GL ACCT	COST CTR	FUND	FUND AREA

I understand that I am entitled to access to available LAUSD Administrative Headquarters areas during regular business hours Monday through Friday, 6:00 AM to 6:00 PM, except holidays. After-hours access requires advance registration and approval. I agree to abide by the rules and regulations of the Los Angeles Unified School District, including the policies and procedures for non-Headquarters based staff access as may be modified from time to time.

X: _____
Signature

Date: _____

<u>LAUSD DIVISION EXECUTIVE - APPROVAL OF ACCESS</u>
Name: _____
Signature: _____
Headquarters Location: Office #: _____ Floor: _____
Phone: _____ Date: _____

For Internal Use Only

Processing Completion: _____

Processor Initials: _____ Date: _____

Fac. Systems Administrator: Initials: _____ Date: _____

180-DAY EXPIRATION DATE: _____ Initials: _____

Key Card & Information:

AMAG Key Card #: _____

JPEG Photo Number #: _____