

State of Indiana
Government Center Credential and
Access Request Policy March 5, 2014

Introduction

This document prescribes minimum standards and procedures for the use of photo identification (ID) at the Indiana Government Center. These standards and procedures are established to provide a secure working environment and safeguard facilities and personnel from threats of danger and theft.

Purpose

The purpose of this policy is:

- To provide standards and requirements for the display of identification
- To provide a consistent method of identification
- To provide an additional means of establishing a safe environment for employees and the public.

Scope

This policy applies to anyone listed below whose main work location is the Indiana Government Center or surrounding locations

- All full and part time employees subject to the jurisdiction of the Governor's Office
- Members of the legislature and their staff
- Members of judiciary and their staff
- Quasi-agencies and commissions of the State of Indiana
- Consultants, contractors and service providers

Definitions

- Employee: Any person who is employed by the State of Indiana
- Non-employee: Any person who is not a direct employee of the State of Indiana (i.e. contractor, consultant, service provider, etc.)

Responsibilities

Agency Human Resource office:

- Maintain up-to-date new employee and termination information within the PeopleSoft Human Resources system.
- Collect ID badge(s) from employees and non-employees upon separation or transfer from their jurisdiction and to forward the ID Badge to the Access Control Office.

Supervisors:

- Ensure employees wear their badge in accordance with this policy.
- Ensure the collection of ID badge(s) from employees and non-employees upon separation or transfer from their jurisdiction and to forward the ID Badge to the Access Control Office.

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Employees and non-employees:

- Safeguard their ID badge to prevent unauthorized use
- Never allow another person to use their ID badge
- Wear the ID badge in view at all times while on campus
- Promptly report the loss of the ID badge to their supervisor
- Promptly report the loss of the ID badge to the Indiana Department of Administration Access Control Office
- Return their ID badge to their supervisor or Human Resource office when placed in a non-work status or upon termination of employment

Displaying the ID Badge

- All persons will display their ID while at the Indiana Government Complex.
- All ID Badges must be displayed at or above the waist in such a manner that the photo for the ID is clearly visible from the front at all times. No mementos or other items may be attached to the ID Badge or cardholder that would obscure the information on the ID.
- Employees working around machinery or in other potentially dangerous situations are expected to make reasonable decisions regarding displaying their badges. Depending on their assessment of the hazard, employees may keep the badge in their pocket when working with or around moving equipment or in other potentially dangerous situations.
- Wear the ID badge in view at all times while on campus
- Remove ID badge when leaving the campus

Procedures for requesting an ID Badge (employees and non-employees)

- The person must completely fill out and sign the Credential and Access Request form (<https://forms.in.gov/Download.aspx?id=6269>)
- The person's supervisor must sign the Credential and Access Request form.
- If a person requires after hours access, then the signature of the agency head or their designee will be required.
- The person must bring the form, along with a valid government issued picture ID, to the Access Control Office located in the Indiana Government Center South building room W036 to have their photo taken and obtain their ID.
- Non-employees will be charged a non-refundable \$10.00 fee for their card.
- The Access Control Office will be open on Tuesdays from 9:00 to 11:00 and Wednesdays, 1:00 to 4:00 for new or replacement badges.
- If a non-employee will be on campus less than 3 months, the Agency will issue a temporary ID at the beginning of their assignment, and collect the ID when the assignment is completed.
- Non-employees that will be on campus longer than 3 months will be issued a photo ID badge through access control for the length of the contract but not longer than one year.
- After one year the badge will be automatically deactivated unless the supervisor of the non-employee emails a request to extend the badge to the Access Control Office. When the email is received, the Access Control Office will extend the expiring card for another year or the length of the contract, but not longer than one year, whichever comes first.

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Procedure for access changes

- Employee, send an email to access control with a copy to your approver.
- Approver, forward the copy to Access Control showing approval.
- Access Control, if approvals are correct, extend access.

Parking Requirements

- New employees, on their first day of work, will have to sign in at the Washington Street garage and present a letter indicating their first day of employment. New employees should be instructed to obtain a new ID badge within the first three days of employment.
- If you forget or lose your ID badge, you will have to sign in at the parking garage office.
- State vehicles will no longer have their own access card. Employees will use their ID badge to get a State vehicle in and out of the parking lot.
- If you are placed on disability in PeopleSoft, your card will automatically be deactivated and you will not have card access to the garages or the buildings. Before your return, your HR department should enter your active employment status into PeopleSoft and contact the Access Control office to re-activate the badge.

Procedure for Non-functioning or Broken Badges

- If an ID badge cracks, breaks or quits working, the badge holder should notify the Access Control Office.
- The Access Control Office will verify the badge holder's Credential and Access Request form in the file.
- The badge will be deactivated by Access Control.
- The badge holder must relinquish the defective badge to the Access Control Office whereupon a new one will be issued
- The new badge number will be recorded on the existing form.
- A replacement cost of \$20 will be charged for badges that are damaged due to neglect.
- No one may have more than one ID badge through the Access Control Office.

Procedure for Lost or Stolen Badges

- If an ID badge is lost, stolen or missing the badge holder should notify the Access Control Office.
- The Access Control Office will verify the badge holder's Credential and Access Request form in the file.
- The badge holder will notify Access Control by email with a copy to their approver.
- The old badge will be deactivated by Access Control.
- Approver will forward a copy of the email showing approval to Access Control.
- Access Control will verify approval.
- A new badge will be issued with the number recorded on the existing form.
- A replacement cost of \$20 will be charged for badges that are lost or stolen.
- No one may have more than one ID badge through the Access Control Office.

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Procedure for After-Hours Events.

- The agency sponsoring the event can have someone at the door with their access card letting people in and directing them to the event location. They would be responsible for the people they let into the building, and must be able to know that all the people they let into the building have left. They should keep a log to make sure attendees sign in and out.

or

- The agency sponsoring the event can make arrangements for, and pay for a security officer to do this for them. Contact the IGCS Conference Center at 317-233-4564 or IDOA Facilities at 317-232-3156 for information and costs.