

**Office of State Buildings**  
**State of Louisiana**  
Division of Administration

**JOHN BEL EDWARDS**  
GOVERNOR



**JAY DARDENNE**  
COMMISSIONER OF ADMINISTRATION

## **Key Issuance Policy**

### **1. Purpose**

This policy/procedure is regarding access control for the state owned facilities under the authority of the Division of Administration, Office of State Buildings (OSB). This instruction will serve as the framework by which keys to the facilities will be issued, monitored and maintained. The Director or his designee will be responsible for maintaining the key control system in facilities including controlling access to the key cabinet, logging of keys, issuing keys, and documentation of all key transactions. The Director of the Office of State Buildings or his designee shall be responsible for monitoring the procedures described in this instruction.

#### **1-1. Objectives**

- A. To achieve maximum physical security with minimum logistics.
- B. To establish access control to the facilities under the control of the Division of Administration, Office of State Buildings through key control.
- C. To establish a recorded chain of accountability for all keys issued and duplicated.
- D. To restore physical security in a timely manner whenever key control has been compromised.

### **2. Instruction**

This policy/procedure applies to any individual who is granted authorized access to any facility under the authority of the Division of Administration, Office of State Buildings and to all keys and devices that control access to these facilities.

#### **2-1. Office of State Buildings – Key Control Guidelines**

- A. No person shall knowingly possess an unauthorized key which is programmed to areas unauthorized by the proper authority. The Director of OSB or his designee are the only authorized vendors for keys.
- B. All keys remain property of the OSB. Keys that are no longer needed shall be promptly returned to the Office of State Buildings.
- C. Keys are not to be transferred or copied from an employee to another without the authorization from the employee's agency management. The Office of State Buildings must be notified of all key transfers.
- D. The Agency management shall be responsible for collecting and returning keys of departing employees within their agency. It shall be the responsibility of the Agency management to immediately report to the Office of State Buildings any employee who departs without returning his/her keys.
- E. Lost or stolen keys must be reported immediately to the Office of State Buildings.
- F. The installation, changing or removal of locks or any other access control devices shall only be performed with the approval of the Director of OSB or his designee.
- G. Tenant request for keys access changes within a facility should be addressed to the Director of OSB or his designee.

## **2-2. Instruction Enforcement**

The OSB regards any violation of this instruction as a serious threat to security, including security compromises caused by failure to retrieve keys from departing employees. Failure to retrieve keys from departing employees will result in the re-keying of all locks to which the keys operate.

## **3. Key Procurement Procedures**

The following procedure reflects how key requests are handled:

1. The tenant submits a request for duplicate keys via the Work Control System (The information that tenant provides includes the Building, Agency, Room number(s), number of duplicates being requested, etc. and the person that is to receive the keys)
2. The request is forwarded for approval.
  - A. Baton Rouge Area: The request is forwarded to the Architectural Division Manager for approval of the request.
  - B. Non-Baton Rouge Area: The request is forwarded to the local facility manager for approval.
3. Once approved, key will be issued.
  - A. Baton Rouge Area: The Architectural Division Manager then duplicates the requested number of keys from the original copy of the key that's housed in the Key Room at OSB, and will also develop a receipt for the person receiving the key(s) to sign confirming their receipt of the key(s).
  - B. Non-Baton Rouge Area: OSB operations maintenance personnel will have key made by local locksmith, and will also develop a receipt for the person receiving the key(s) to sign confirming their receipt of the key(s).
4. Once the keys are duplicated, the Architectural Division Manager/OSB operations maintenance personnel will either deliver the key(s) to the person that's designated to receive the key, or contact them for them to come and pick up the key(s).
5. The person that receives the key(s) is asked to sign the aforementioned key receipt acknowledging their receipt of the keys, and it is then placed in the key log binder for the specific building that the key was made.