

On Monday, June 24, IDOA will implement an enhancement to further safeguard the Indiana Government Center (IGC) parking garages and lots, improving both the security and the availability of parking. This feature, commonly referred to as “anti-passback,” is designed to prevent the misuse of the access control equipment by individuals “passing back” their credential badges for others to use to enter and exit the parking facilities. Once active, the system will require that each access badge follow an “in-out” sequence before it can be used again at an entry terminal to access a garage or lot.

This means employees will not be able to use their badge to make consecutive entrances or exits. For every time an employee uses their badge at an “in” terminal, there must be a corresponding use of their badge at an “out” terminal before the card can be used again at an “in” terminal. For example, an employee who uses their credential badge to enter a garage will not be able to reenter the garage until they use their badge to exit.

Please note that anti-passback works in both directions – i.e., entry and exit. Once an employee uses their credential badge to exit the parking facility, it cannot be used again to exit a parking facility until that employee uses their badge to reenter.

It is extremely important that employees understand how the anti-passback system works in order to prevent delays and denial of access at the IGC parking garages and lots.



Employees can ensure uninterrupted access to the parking facilities by following these simple rules:

1. Only use the access badge assigned to you by the IDOA Access Control Office to enter and exit the parking facilities.
2. Never use your access badge to scan others in or out of the parking facilities; never use another employee’s badge to scan yourself in or out of the parking facilities.
3. Be sure to scan **every time** you enter and exit the parking facility, even if the entry or exit gate is in the up position.

This measure is an important step in reducing the number of unauthorized vehicles that access the IGC parking facilities and thus ensuring that the maximum number of spaces are available to employees and authorized guests.

Below are answers to commonly asked questions about anti-passback and its function.

1. What campus parking locations will feature anti-passback?

Anti-passback will be active at the Washington Street Garage, the Senate Avenue Garage, and the large surface lot located along Capitol Avenue just north of Ohio Street. The anti-passback feature does not extend to the IGC buildings.

2. My buddy has a job interview downtown. Can I use my access badge to let him in to park?

No! Not only is this an unauthorized use of your badge, your friend will be denied access when scanning your badge after you have already entered. Worse still, if you allow your friend to enter the parking facility before you, you will be denied access when attempting to scan into the garage. **Your credential badge is for your use only. Allowing others to use your badge to enter the campus parking facilities not only subverts the security measures in place at the Indiana Government Center, it also deprives other state employees and authorized guests of parking spaces that would have otherwise remained available.**

3. What if I'm trying to help another employee enter the parking garage?

Only use your badge for your access. Just as in the previous scenario, the person you are attempting to help will be denied access or you will prevent yourself from being able to access the parking facilities. New employees and employees that forget or misplace their credential badges may gain access to the parking facilities by pulling a parking ticket at the entry terminal. The ticket must then be validated by their agency before leaving in order to exit. A complete list of agency parking validation contacts can be found at <https://www.in.gov/idoa/2426.htm>.

4. I carpool to work with another State employee. How should we use our badges to access the garage?

Employees who carpool together should ensure that they remain consistent with which employee uses their badge when entering and exiting. It does not matter which employee uses their badge, but the employee that swipes when entering must also swipe their badge when exiting. If a different employee in the vehicle attempts to use their badge when exiting who did not use their badge to enter the garage, it will be declined. This applies across all situations where more than one state employee occupies the same vehicle.

5. What if an entry or exit gate is up when I am arriving or leaving the parking facility?

Employees should scan their badges even when a gate is fixed in the up position. If an employee exits without scanning out, the system will continue to consider the employee status as "in" the garage and therefore will deny them access when they attempt to reenter. Similarly, a badge will be denied at the exit if an employee does not scan their badge when entering the parking facility.

6. What if I want to park two vehicles in the garage?

Employees are limited to parking one vehicle at a time in the campus parking facilities. The anti-passback system is specifically designed to prevent one individual from using their badge to allow the entry or exit of multiple vehicles. Employees will be denied access if they already have a vehicle parked in one of the parking facilities. This applies to additional personal vehicles, rentals, agency pool vehicles, etc. Only one vehicle per person at a time.

7. What if my badge doesn't work?

While there are a number of reasons your badge might not work, the staff at the parking garages is ready to assist you with any access issues you might have when entering or exiting the IGC parking facilities. Each access lane is equipped with an intercom that calls directly to the main parking office. If you need assistance, please press the button once and a member of the parking staff will answer shortly.