

DRUG CHEMISTRY SECTION POLICY AND PROCEDURE MANUAL		
1995-DCS-03	Personnel Locator Log / Daily Check-In	
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Personnel Locator Log / Daily Check-In

The Drug Chemistry Section will maintain a Locator Log in the office of the section secretary. Section personnel are to record their arrival time on this log when they arrive for work in the section. During regular work hours, whenever section personnel leave the fourth floor for a period longer than fifteen minutes, they are required to sign out on the log, indicating their destination. If an employee is to be off the floor for less than fifteen minutes, it is acceptable to verbally notify the section secretary or supervisor as to their location.

Section employees are required to indicate their return on the log.

When leaving work for the day, section employees are required to sign out on the log.

If a section employee is going to arrive late for work (after 9:00 AM), or be absent from work, the section secretary, section supervisor, or another section employee must be notified in person so that this information can be entered on the log.

An employee in the Laboratory Building after normal work hours (after 6:00 PM on a regular work day or anytime on a weekend or holiday) should notify the State Capitol Police officer on duty as to location and expected time of departure.

While out of the section conducting Bureau business (court, crime scenes, meetings, training, etc.), section personnel should contact the section secretary prior to 5:00 PM each day if feasible. Any important messages, particularly messages pertaining to the employee's court calendar for the next day, will be relayed to the employee via cell phone or home phone by the section secretary or, in her absence, the supervisor or ASAC on call.