

April 3, 2003

DRUG CHEMISTRY SECTION POLICY/PROCEDURE 95-DCS-10

EFFECTIVE DATE: **APRIL 3, 2003**

TO: Drug Chemistry Section

FROM: SAC Deena J. Koontz

SUBJECT: Security

It is the responsibility of all Section personnel to ensure the security of the Section. The security procedures set forth in the **SBI Policy and Procedure Manual** are to be followed by Section personnel. In addition to these Crime Laboratory procedures, the following security procedures will also apply to the Drug Chemistry Section:

1. Rooms are to be locked if personnel are absent from their room for a time period greater than one hour.
2. Rooms are to be locked whenever chemists have evidence stored in their room and leave their room.
3. Chemists are to secure by locking-up drug evidence and controlled substance standards whenever they leave their room. This applies even if other Section personnel are present in the room. Chemists may use the drawers and cabinets in their room that are equipped with locks to store their drug evidence and controlled substance standards when they leave their room.
4. Chemists are to lock their evidence in their evidence locker or in their evidence refrigerator when they leave work for the day.
5. Some of the common rooms in the Section are to remain locked whenever Section personnel are not in these rooms: chemical room (4050); toxicology work room (4150); and the evidence rooms (4350, 4260, 4120).

6. The deadbolt locks on the evidence rooms (4350, 4260, 4120) are to be engaged after regular work hours. The chemists that have evidence lockers in these rooms are to ensure that the deadbolt lock on their evidence room has been engaged before they leave work for the day.
7. The on-call chemist III is directed to walk through and inspect the Section prior to leaving work for the day:

The common areas in the Section - instrument rooms (4090 & 4320); reference room (4000); synthesis room (4280); administrative room (4030); break room (4360); and clean room (4040) are to be checked to ensure that these areas are in proper order.

The on-call chemist III is to check and ensure that the doors to the evidence rooms (4350, 4260, 4120) have been locked with the deadbolt lock.

The on-call chemist III is to check and ensure that the doors to the stairwells, chemical room (4050), and the toxicology work room (4150) are locked and that these rooms are in proper order.

Safety concerns or problems that are noted in these areas should be brought to the attention of the Supervisor.