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| <b>Firearms and Tool Mark Section</b> | <b>Section 10</b>      |
| <b>Quality Assurance Program</b>      | <b>August 23, 1996</b> |

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| <b>SUBJECT:</b> | <b>Safety</b> |
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#### 10.1 Policy

The Firearm and Tool Mark Section will operate in strict concordance with the regulations of the pertinent federal, state and local health and safety authorities.

#### 10.2 The Firearm and Tool Mark Section will have a designated Safety Officer who along with the Section SAC will be responsible for ensuring compliance with all Bureau and Section safety procedures and guidelines. All Section employees are empowered and expected to act on any non-safe situation encountered will on duty.

#### 10.3 Written Safety Manuals

General laboratory and firearm safety guidelines are covered in the N. C. Department of Justice Employee Safety and Health Manual, the N. C. State Bureau of Investigation Safety Procedures Manual, the Firearm and Tool Mark Technical Procedures Manual, the Firearm and Tool Mark Section Training Manuals, and the National Rifle Association's Safety Hand Book.. All of which will be maintained in the section library.