

<b>SUBJECT:     LABORATORY FACILITY PROTOCOL</b>
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## **LABORATORY FACILITY PROTOCOL**

Laboratory Facility Protocol addresses facility-wide issues which are not generally covered in other sections of the Policy and Procedure Manual. Protocol procedures are applicable to all facilities which house operational units of the State Bureau of Investigation Crime Laboratory Services Division.

## **RADIO/STEREO/TV/VCR EQUIPMENT**

Radio and other stereo equipment will be permitted to the extent that such equipment does not interfere with the performance of the Agent or employee, or other employees= duties. This equipment will not be bulky and will be confined to an Agent or employee=s own personal or administrative work space.

The use of television and VCR equipment in each section is left to the discretion of the Special Agent In Charge or Supervisor.

## **PETS**

No pets, of any type (including aquariums), will be allowed.

## **CLEANLINESS OF ASSIGNED AREAS**

Good housekeeping practices are essential to maintaining a quality focused environment within a laboratory setting. It will be the responsibility of all employees assigned to the Crime Laboratory Services Division to ensure assigned areas are maintained in a clean and neat condition.

## **COMMON AREAS**

### **1.     Common Areas Within Section Assigned Space**

Guidelines for furnishings and decorations in the common laboratory areas within section assigned space will be left to the discretion of the Special Agent In Charge or Supervisor.

### **2.     Common Areas In Non-Section Assigned Space**

Furnishing and decorating lobbies, hallways, display cases, and other areas will be coordinated with the

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Assistant Director of Crime Laboratory Services.

3.     Main Conference Room (Raleigh Lab)

All usage of the main conference room will be scheduled through the Assistant Director of the Crime Laboratory Services Administrative Secretary.

**SMOKING AND SMOKELESS TOBACCO PRODUCTS**

For the safety and health of all employees and visitors, all North Carolina State Bureau of Investigation laboratory facilities will be smoke and tobacco-free. Smoking will be permitted only in designated areas outside of the facility (exterior entrances/exits and parking lot).

All smoking/tobacco use debris will be disposed of in proper receptacles.

**ASSIGNED/RESERVED PARKING** (Raleigh facility)

The Assistant Director of Crime Laboratory Services and all Special Agents In Charge and Supervisors assigned to the Raleigh laboratory facility will have assigned/reserved parking spaces.

Designated parking spaces will be provided for vehicles assigned to the laboratory sections and other sections/units assigned to the facility.

Designated parking spaces will be provided for *motor pool* vehicles maintained by the Logistics Support Section.

Designated parking spaces will be provided for officers/technicians submitting evidence and film, as well as spaces for visitors.

All other parking will be based on a *first come, first served* basis.

**HANDICAP PARKING**

Only vehicles displaying appropriate plates, decals, or placards may utilize handicap parking spaces.

**WESTERN REGIONAL LABORATORY EMPLOYEE PARKING**

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Employee parking at the Western Regional Laboratory facility will be under the control of the Special Agent in Charge and in accordance with applicable lease agreements.

**LOCKER ROOMS, WEIGHT ROOM, AND AEROBIC ROOM** (Raleigh facility)

All athletic facilities should be viewed as common use areas. The same amount of respect should be given to these areas as is dedicated to other shared spaces.

- \$ All athletic facilities must be maintained in a clean and neat manner by those utilizing the facility.
- \$ A sign-in/out sheet will be maintained in the weight and aerobic rooms to monitor the utilization of the athletic facilities.
- \$ The equipment located in the weight room and aerobic room is to be treated with respect. If weight equipment becomes soiled as part of the workout, that piece of equipment will be cleaned by the user. Free weights, barbells, etc., will be returned to their racks after use. Dirty towels and other laundry will not be left in the weight room or the aerobic room.