

Latent Evidence Policy/Procedure 99-LES-1

TO: All Latent Evidence Section Staff

FROM: Acting SAC D. James Faggart, Jr.

SUBJECT: Sole Occupancy / Hazardous Operations (99-LES-1 is Revised)

Effective Date: June 27, 2003

The following addresses sole occupancy and hazardous operations in the Latent Evidence Section between the hours of **6:00am and 8:00pm, Monday thru Friday:**

1. **Working late as a sole occupant** - Anyone who works late, is the sole occupant of the Latent Evidence Section, and completes his/her work prior to 8:00pm Monday thru Friday **may** exit out the back door of the Latent Evidence Section and will not be required to notify the State Capital Police Officer on duty that he/she is leaving the building. However, anyone who works late, is the sole occupant of the Latent Evidence Section, and completes his/her work **after** 8:00pm Monday thru Friday will exit out the main front door and advise the State Capital Police Officer on duty that he/she is leaving the building.
2. **Outside working hours as a sole occupant** - Anyone who comes into work outside the above mentioned working hours will enter through the main front entrance and notify the State Capital Police Officer on duty of your work situation, location by section, and approximately how long you will be working. If your work is completed after 8:00pm Monday thru Friday or at any time on a holiday or weekend, you will exit out the main front door and advise the State Capital Police Officer on duty that you are leaving the building. However, to provide more efficiency and flexibility to employees, anyone who comes into work between the above mentioned hours Monday thru Friday, **may** enter through the exterior door leading directly to the Latent Evidence Section and not be required to notify the State Capital Police Officer on duty of his/her work situation.

3. **Hazardous operations** will not be conducted if working alone in the Latent Evidence Section. Hazardous operations are defined as follows:
 - a. LASER
 - b. Any chemical reaction requiring a heating mantle (i.e., Merbromin)
 - c. Post-mortem work