

## LATENT EVIDENCE SECTION

### SECURITY PLAN

- A. Each employee will follow all security rules as outlined in the Crime Laboratory Procedure Manual.
- B. Doors used to enter or exit the section will remain locked, and doors will not be blocked or open unless supplies, etc. are being delivered into the section. During the times of deliveries, an employee must remain in the area until the transaction is completed.
- C. Each employee will be responsible for maintaining his/her key to entry doors. Reasonable care will be taken so that unauthorized duplication of this key does not occur.
- D. Each employee will be responsible for locking offices and suite doors when leaving the section or for any extended period of time.
- E. The last employee to leave the section at the close of the work day will check/perform the following:
  - 1. Check the laser and power down, if necessary.
  - 2. Check the photocopier and turn off, if necessary.
  - 3. Check the evidence room to ensure the room is locked.
  - 4. Check the Image Processing System and turn off, if necessary.
  - 5. Check any miscellaneous items and equipment (i.e., alternate light sources, radios, lamps, etc.) and turn off, if necessary.
  - 6. Check the coffee pot and toaster oven.
  - 7. Turn off lights to all common room including main lights in hallway (be sure that appropriate hallway night lights are left on).
- F. The following policy will be followed when visitors come into the section:
  - 1. Visitors will be required to sign the visitors log in the main lobby of the first floor.
  - 2. Bureau employees do not have to sign-in if a valid ID badge is worn during the visit. If you do not know the bureau employee who is in the section, ask for identification.
  - 3. Visitors to the section must be escorted by a section employee during at all times.
- G. The last employee to leave each suite at the close of the work day will check/perform the following:
  - 1. Ensure all doors are locked including doors into shared areas.

2. Turn off all appropriate instrumentation and equipment (i.e., irons, scales, comparators, lamps, radios, etc).
  3. Ensure that all evidence has been properly stored in approved storage areas.
- H. The evidence storage room will remain locked at all times. Analysts with evidence in this room, supervisory personnel, or approved persons by the supervisor are the only authorized individuals allowed in this room at any time.
- I. The section safety officer will be responsible for checking the fire extinguishers at the appropriate intervals and reporting any safety related problems to the section supervisor.
- J. The Footwear/Tiretrack examination room will remain locked at all times.