

Division of Forensic Science

Amendment Designator: B

Eastern Laboratory's Regional Operating Procedures

Effective Date: 28 Apr 2004

4 Physical Security

4.1 Purpose

The purpose of this ROP is to document the delegation of the control and monitoring of security and the access authorizations for the Eastern Laboratory.

4.2 Reference

Quality Manual, Section 16, *Facilities and Security*, ¶ 16.3

4.3 Delegation

- 4.3.1 The Laboratory Director or his/her designee is responsible for maintaining accountability and logs of all access cards and keys issued for access to DFS spaces and with the programming and monitoring of the computerized access control/alarm monitoring system. Access cards and keys will be issued based on the access levels designated in this ROP.
- 4.3.2 The Forensic Evidence Specialist Supervisor and Forensic Evidence Specialists are delegated limited access to the computerized system for monitoring and door activations and to selected keys and temporary access cards.
- 4.3.3 The key box will be located in the Evidence Vault.
- 4.3.4 Section Supervisors will be responsible for accountability of their section's keys to personal evidence lockers and certain refrigerators and freezers. See ¶¶ 5.2 and 6 of ROP 3, *Access to Evidence Storage*.

4.4 Access card authorizations

- 4.4.1 Common areas are hallways, rest rooms, biovestibules, the classroom and the break room.
- 4.4.2 Access to common areas, section areas, and the evidence receiving room/main evidence vault is controlled by access cards that are specifically programmed for each individual. The following guidelines are to be used when programming the cards.
- 4.4.3 The Laboratory Director and designated alternates are authorized 24-7 access to all DFS Eastern Laboratory spaces.
- 4.4.4 Forensic Evidence Specialists are authorized:
- 24-7 access to DFS general spaces, evidence receiving room and main evidence vault,
 - Access on workdays between 0715 and 1715 hours to all laboratories and the administrative section.
- 4.4.5 Forensic Scientist Supervisors, Forensic Scientists and Forensic Laboratory Specialists II, III, and IV are authorized:
- 24-7 access to DFS common areas and their section's office space, laboratory and evidence storage area,
 - Access on workdays between 0715 and 1715 hours to all other sections and the administrative section.
- 4.4.6 Forensic Officer Manager and Forensic Administrative Specialists are authorized:
- 24-7 access to DFS common areas and the administrative section and storage rooms,
 - Access on workdays between 0715 and 1715 hours to all other sections.
- 4.4.7 Norfolk Public Health Center Facility Manager and staff with approved background checks are authorized:
- Access to DFS common areas,
 - Access on workdays between 0715 and 1715 hours to all sections and the administrative section.
- 4.4.8 Contract custodial staff with approved background checks are authorized:

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- Access on workdays between 0700 to 1800 hours to DFS common areas,
- Access on workdays between 0810 and 1645 hours to all section offices and laboratories and the administrative section.
- Supervised access to the Evidence Receiving area, the Evidence Vault, and sections' evidence storage and drying areas.

4.4.9 Forensic Laboratory Specialists I, interns and volunteers are authorized access on workdays between 0715 to 1715 hours to DFS common areas and the applicable laboratory of their assignment.

4.4.10 Upon notification of an emergency situation by the laboratory director or designated alternate during after duty hours, building security personnel are authorized access to the laboratory's common areas (except for the classroom).

4.4.11 Personnel authorized to access the laboratory's evidence receiving area and main evidence storage vault (see Eastern ROP 3, *Access to Evidence Storage*):

- Access appropriate to their position as listed above,
- 0745 to 1700 workday access to Evidence Receiving.

4.4.12 Access for personnel not designated in this section or for any temporary modifications to expand access as listed above must be authorized by the Laboratory Director.

4.5 Visitor access

Visitor log book and identification badges will be controlled and administered by Forensic Evidence Specialists in the evidence receiving area. The Forensic Evidence Supervisor shall maintain completed logs for record.

4.6 Non-duty time access

4.6.2 Employees working during non-duty hours are required to sign in and out of the register found at the security desk in the first floor lobby of the Norfolk Public Health Center (NPHC). This is to ensure that, in the event of an emergency, security personnel and emergency responders will know who is in the building and their location.

4.6.3 Employees working on weekends and/or holidays must sign into and out of the NPHC register.

4.6.4 On regular duty days, employees who elect to come into the building through the NPHC entrance before 8:00 a.m. must sign in using the NPHC register (this is an NPHC requirement). Employees who come in the DFS entrance do not have to sign in. If you are coming in at an early hour (well before your AWS, e.g., because of OT requirements), it is required to sign in at the NPHC entrance.

4.6.5 Employees planning to stay past 6:30 p.m. on a duty day must call the NPHC security officer at 441-2075 (pager: 554-5422) to tell him/her they are remaining in the building. Employees must sign out in the NPHC register upon leaving.

4.7 Compliance monitoring

4.7.1 An individual designated by the Laboratory Director will, at least annually, inventory all keys and access cards assigned to DFS employees and make a report to the Laboratory Director.

4.7.2 The Forensic Evidence Specialist II will monitor compliance with DFS security policies, including random checks as appropriate. Findings will be logged and the Laboratory Director and appropriate supervisors notified.

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