

FAS: General Security Procedures

Introduction

Security refers to a system of procedures and physical barriers that provide for the safety and protection of the laboratory building, its contents, and those who work in the building.

Goals of the laboratory's security plan

The goals of the laboratory's security plan are to

- prevent loss of life and minimize injury
 - protect critical evidence and assets
 - prevent loss of operation
 - deter criminals and terrorists from acting
 - enhance long-term security for personnel and assets.
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Characteristics of the laboratory's security plan

The following are characteristics of the laboratory's security plan:

- identifies potential threat
 - identifies and prioritizes critical assets
 - includes a comprehensive remediation strategy, when necessary
 - anticipates disasters, emergencies, and potentially damaging events
 - provides earliest detection of threats
 - facilitates safe evacuation and rescue
 - prevents intrusion and hostage situations
 - protects people and assets
 - facilitates early recovery of operation.
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FAS: General Security Procedures, Continued

Laboratory security

5.3.4

5.3.4.1.a

5.3.4.1.b

5.3.4.1.c

5.3.4.1.e

Laboratory security is maintained through the use of

- computer controlled door monitoring system using proximity card readers and access cards with encoded clearances
 - duress procedures for notifying employees of security or safety situations
 - standard door locks and keys
 - security system override for emergency access to an affected area
 - glass breakage alarms
 - door ajar alarms
 - motion sensors
 - security cameras
 - identification badges
 - escorts
 - criminal history and background investigations
 - crime prevention guidelines.
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Door monitoring system

5.3.4.1.a

5.3.4.1.b

5.3.4.1.c

A computer-controlled door monitoring system using card readers and access cards with encoded clearances are used to grant and monitor access to the various areas of the building on an individual card basis.

The building perimeter, each laboratory, and other distinct areas within the facility are secured and monitored by this system.

Access cards with appropriate clearances are assigned to all laboratory employees, student interns, volunteers, janitorial staff, resident stationary engineers, and external evidence custodial personnel. Access cards are also available for nonresident maintenance personnel as needed.

The development of clearance codes for the access cards, the assignment of access cards, and the maintenance of the computerized security system are the responsibility of the Laboratory Director or designee.

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Access card restrictions

Access cards are for the exclusive use of the persons to whom they are assigned. Cards may not be loaned to any other person.

Temporary access cards may be assigned to employees in the event they forget to bring their card to the laboratory.

Access levels

Access refers to the ability to enter a secure area.

The laboratory has identified access levels according to the functions of the laboratory/area and the security requirements.

5.3.4.1.f

- Specific areas within the laboratory building that are designated as limited access are:
 - Evidence Section
 - Controlled Substances Laboratory
 - Firearms/Tool marks Laboratory
 - gun vault
 - IBIS Laboratory
 - Test Firing Range
 - Arson and Explosives Laboratory
 - ICP/MS Laboratory
 - Biology Laboratory
 - Toxicology Laboratory
 - Blood Alcohol Laboratory
 - Breath Alcohol laboratories
 - Trace Evidence Laboratory
 - Vehicle Examination Bays
 - Administration and employee office areas
 - file storage room
 - conference rooms
 - hallways
- controlled access areas:
 - main entrance vestibule
 - parking area
 - criminalist entrance (first floor)
 - west entrance (first floor).

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FAS: General Security Procedures, Continued

Limited access **Limited access** refers to having access to laboratories and other areas within the building restricted to specific employees or persons.

5.3.4

5.3.4.1.a

Limited access authorization is granted through the computerized door monitoring system to employees, students and volunteers, janitorial staff, resident stationary engineers, non-resident maintenance personnel, agency evidence custodians, general delivery personnel, and visitors in accordance with job function or need.

Controlled access

5.3.4

Controlled access refers to the procedures performed by the computerized door monitoring system and administrative personnel to identify individuals requesting access, monitor access, record access or access attempts, and grant, delay or deny access onto the building site or into the laboratory.

Controlled access offers protection of the laboratory building against unauthorized access and deters an intruder from entering the facility.

The key to controlled access is ensuring that the camera view will provide visual information about those presenting themselves for access and permit exclusion of those who are unauthorized to enter.

Laboratory escorts

Security of evidence and laboratory operations is a priority of the laboratory.

Laboratory personnel assigned escorting duties are to be informed about the person(s) being escorted and the purpose of the visit. Extra staff should be assigned to escort duties as the need arises. Escorts either physically accompany or remain within close visual proximity to those they are escorting. Escorts must have clearance to the area being entered.

5.3.4.1.a

Janitorial staff, resident stationary engineers, non-resident maintenance personnel, agency evidence custodians, delivery personnel, and visitors must be escorted in any area containing evidence.

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Visitor logs

5.3.4.1.a

Non-resident maintenance personnel and visitors to the laboratory must sign the visitor's log at the receptionist desk and receive an identification badge before being escorted into the laboratory proper.

Employees not assigned to or given clearance to the evidence section, students and volunteers, janitorial staff, resident stationary engineers, non-resident maintenance personnel, agency evidence custodians, general delivery personnel, and visitors must sign the visitor's log when entering the Evidence Section and must be escorted.

Duress buttons

Duress (panic) buttons are located in the following areas of the laboratory building:

- receptionist desk
- Evidence Section
- Controlled Substances Laboratory
- Test Firing Range.

Alarms report to the receptionist's desk, Laboratory Director's office, north criminalist office area, and the County Communications Center.

The County Communications Center is responsible for contacting police and emergency services in the event they are not notified by the laboratory of a false alarm.

Door locks and keys

Keys for standard locks are issued as a back-up system for laboratory access to management personnel and other employees as appropriate.

Keys for laboratory cabinets, storage lockers, and desk cabinets are issued as required. Keys for securing evidence examination rooms and vehicle examination bays are available adjacent to the examination areas. Analysts wishing to secure an area take the appropriate key and keep it in their possession until they remove their evidence.

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**Security system
override**

In the event of an emergency or duress incident, wall safes containing all-door access cards are located in the following strategic areas:

- second floor, north hallway
 - second floor, south hallway
 - second floor, east hallway
 - second floor, west hallway
 - external security gates (for fire and emergency response personnel).
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**After-hours
security**
[5.3.4.1.e](#)

After-hours security is maintained through the use of limited clearance for designated employees, glass breakage alarms, door-ajar alarms, motion sensors, and security cameras.

**Window glass
breakage alarm**

Window glass breakage detectors and alarms are located at window areas on the first and second floors.

In the event of window breakage, alarms report to the

- receptionist desk
- Laboratory Director's office
- criminalist's office area (north)
- County Communications Center

After-hours, on weekends, and holidays the alarms report to the County Communications Center. The County Communications Center is responsible for contacting police in the event they are not notified by the laboratory of a false alarm.

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Door-ajar monitoring

Door-ajar monitoring is maintained by the computerized access control system at the following doors:

- criminalist entrance
- patio
- west loading dock entrance
- east stairwell entrance
- vehicle exam bay roll-up doors
- shipping and receiving roll up door
- graphic arts room roof access door
- criminalist office area (south) roof access door.

During work hours, when a door is ajar, the alarms report to the receptionist desk, Laboratory Director's office, and the north criminalist office area.

After-hours, on weekends, and holidays the alarms report to the County Communications Center. The County Communications Center is responsible for contacting police and appropriate laboratory personnel in the event they are not notified by the laboratory of a false alarm.

Audible alarms

An audible alarm without system monitoring is maintained on the Serology/DNA Laboratory west exit door.

Security cameras

Cameras are located at the following areas:

- front lobby rotunda entrance
- rear staff entrance
- first floor shipping entrance and corridor
- service yard gate
- rear parking area adjacent to the vehicle examination bays
- evidence storage.

Real-time camera viewing monitors are located at the receptionist desk.

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Motion sensors The laboratory uses two types of motion sensors:

- passive infrared (heat activated) motion sensor (PIR)
- dual-tech motion sensor that requires heat and motion to activate.

Motion sensors are located in the following areas:

- Evidence Section
- Controlled Substances Laboratory
- Firearms/Toolmarks Laboratory
- gun vault
- vehicle examination bays.

Keypads for sensor deactivation and activation are located at the entrance doors for each area.

When activated, alarms report to the receptionist's desk, Laboratory Director's office, and north criminalist's office area, the County Communications Center.

The County Communications Center is responsible for contacting police and appropriate laboratory personnel in the event they are not notified by the laboratory of a false alarm.

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Identification badges

An integrated access and identification badge is issued to all employees of the laboratory. The badges contain appropriate information for identification. The following persons should wear their access and identification badge in plain view while in the facility:

- permanent employees
- temporary employees
- student interns
- volunteers.

The laboratory provides noticeably different visitor and maintenance badges to non-laboratory persons. The following persons must wear their identification badge in plain view and at all times when in the facility:

- non-resident maintenance personnel
- visitors.

County uniforms identify janitorial staff and resident stationary engineers.

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Criminal history and background investigations

California Penal Code § 11105(b)(10) provides statutory authority which allows the Sacramento County District Attorney's Office to receive criminal history and background information on prospective employees and other personnel.

The Sacramento County District Attorney's Investigations Bureau conducts the background investigation of prospective laboratory employees, student interns, volunteers, and other positions as required.

All applicants are asked to sign an authorization to release information.

The background investigation includes the following:

- computer records check
- DMV records check, including a photo
- Sacramento Police Department records check
- copies of all police reports, if applicant was a witness, suspect or arrested
- records checks from jurisdictions or prior residency
- Sacramento County Court records check for any civil cases
- credit report
- background interview of the applicant (if applicable)
- review of prior employment personnel files
- review department internal affairs files (if any)
- review prior department background investigations (if any)
- copies of prior employment evaluations
- contact a random number of personal references and employers
- conduct a discrepancy interview with the candidate (if necessary).

Refer to the *Class Specifications* on the Sacramento County website for further information.
