

FAS: Employee Responsibility

Security awareness

The structural and mechanical aids to laboratory security are valueless without awareness and active support of all laboratory personnel.

The laboratory approaches security from a “total package” viewpoint. The program is not only concerned with physical security measures designed to prevent criminal acts on the premises, but just as importantly, with measures designed to provide security of evidence and information.

Security awareness includes acquainting laboratory personnel with security measures in order to:

- ensure compliance with security regulations
 - ensure compliance with crime prevention guidelines
 - prevent infractions or violations of building security
 - protect the integrity of evidence and information
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Security regulations

Laboratory personnel are responsible for abiding by the following security regulations:

- using access cards properly
 - securing evidence (refer to the appropriate Procedures Manuals for evidence handling, storage and security)
 - signing in and signing out non-resident maintenance personnel and visitors
 - escorting procedures
 - reporting lost or stolen access cards and keys promptly
 - following procedures for duress incidents
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Training responsibility

The laboratory is responsible for providing

- training for all personnel at the time of employment or assignment
 - training on timely and applicable topics to develop and foster a high degree of security awareness
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Security training

Security is everyone's responsibility. Employees should be trained to save lives and preserve operations during incidents and emergencies. Employees should be observant and mindful of protecting the building, staff and its contents from harm.

The laboratory's security training may include any or all of the following topics:

- general orientation on the need for, and the dangers to security
- recognizing, assessing, and reporting potential threats
- personal responsibility in preventing security infractions
- discussions of hazards common to all personnel
- dangers of operational carelessness
- general security measures in effect
- evacuation routes and designation of safe havens
- security instructions applicable to the employee's duty assignment
- physical security controls such as
 - perimeter security
 - gates and doors
 - keys and locks
 - personal identification and control

Lost or stolen access cards and keys

Lost or stolen access and identification cards and keys must be reported as soon as possible after the incident to the Laboratory Director or the designated supervising criminalist.

Access clearances will be removed from the lost or stolen access card rendering it non-functional. Doors may be re-keyed.

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Security and crime prevention guidelines

All laboratory personnel should be aware of the constant threat posed by breaches of security and of their individual responsibility to detect and thwart them. While on the job, general security and crime prevention guidelines include but are not limited to

- ensuring that all building and laboratory doors are securely latched after entering or exiting the door
 - ensuring that motion detector sensors are activated when leaving the Evidence Section, Controlled Substances Laboratory, and Firearms/Toolmarks Laboratory at the close of the business day, all weekends and holidays
 - ensuring the service yard gate is closed between 6:00 p.m. and 6:00 a.m. on weekdays and is closed all hours on weekends and holidays
 - ensuring that no unfamiliar vehicle trails your vehicle into the laboratory's restricted access parking lot
 - ensuring that no unfamiliar person(s) follows you into the building
 - requesting identification or display of a laboratory-issued identification badge from any unfamiliar person(s) within the laboratories
 - ensuring that all non-resident maintenance personnel and visitors are escorted at all times within the laboratories
 - ensuring that county vehicles are locked at all times when parked in the laboratory's restricted access parking lot
 - being alert to the surroundings upon exiting the building, especially after hours
 - reporting suspicious persons or activities in or around the building or building perimeter after hours to the police
 - reporting stolen or lost access and identification cards or keys as soon as possible to the Laboratory Director or a supervising criminalist
 - reporting broken windows, malfunctioning door locks, or damaged light fixtures to the laboratory's administrative assistant
 - reporting burned-out exterior, perimeter, or corridor lights to the laboratory's administrative assistant
 - reporting security deficiencies, violations or hazards of any nature, or breaches of the security system promptly to the Laboratory Director or a supervising criminalist
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