
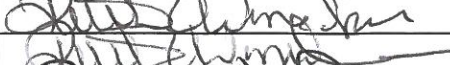




Policy Name:		Policy #:
Security and Staffing Hours		TOX-P3
North Carolina Office of the Chief Medical Examiner Toxicology Laboratory	Revision:	Revision Date/Initials:
	Evidence Discrepancy Report SOP-004	1.11.17 ✓
Approving Authority Name	Approving Authority Signature	Approval Date
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		3/23/15
		3/22/16
		1/11/17

Purpose:

To establish security guidelines for the NC-OCME toxicology laboratory. Working hours and expectations for all employees will also be outlined in this document.

Policy:

The SLPH/OCME building is a restricted access facility and law enforcement is on premises 24/7. All visitors to the OCME must check in with the lobby receptionist/law enforcement officers to complete the electronic check in process. The front desk will notify the laboratory that there is visitor and a toxicology staff member or designee shall go to the lobby to escort the visitor to the appropriate location (refer to OCME Policy Regarding Visitors 4_2013).

The toxicology laboratory has three security zones. The zones are accessed via card key by authorized personnel. Zone 1 (Z1) encompasses the office area and accessioning. Authorized staff for Z1 includes toxicology laboratory employees, mail staff, OCME administrator, Chief Medical Examiner, staff pathologists and residents/medical students on forensic rotation. Zone 2 (Z2) encompasses the extraction laboratory, the instrument laboratory and specimen storage.

Authorized staff for Z2 includes the toxicology laboratory employees, OCME administrator and the Chief Medical Examiner. All others must be escorted by a Z2 authorized person and complete the visitor log. Zone 3 (Z3) is the evidence storage room and is located inside Z2. This zone is accessed via card key and there is camera located in the room. Only toxicology laboratory staff is authorized to access Z3 and must fill out an activity log upon entering the room. The activity log will be reviewed on a monthly basis (minimum). Z2 and Z3 are further secured from unauthorized access via monitoring of security cameras at each entrance.

* See SOP-004

The Toxicology Laboratory is staffed from 8 am until 5 pm, Monday to Friday. Although the laboratory needs coverage from 8 am to 5 pm, staff members are allowed to discuss individual scheduling needs with their supervisor. The supervisor will authorize hours either prior to 8 am or after 5 pm if it fits the needs of the laboratory and if necessary request the completion of a Tox Employee Schedule form. These allowances are subject to change based on needs of the toxicology laboratory and the employees. Employees should note that they are still responsible for working a minimum of 40 hours per week if full-time. Those employees who are salaried should expect to work beyond their 8 hour work day if a need arises.

Procedures and/or Forms:

NC-OCME Toxicology Laboratory Visitor Sign-in Log

Evidence Room Sign-In Log Book

Tox Employee Work Schedule

Evidence Storage Access Discrepancy Report
SOP-004 Evidence Storage Room Access Review
1.11.17g

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