

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Security		
Status: Published		Document ID: 974
DATE EFFECTIVE 03/21/2017	APPROVED BY Laboratory Director	PAGE 1 OF 4

Security

1 Guiding Principles and Scope:

- 1.1 All Department of Forensic Biology laboratory activities are carried out at the OCME DNA Building at 421 East 26th Street. Access to areas of the building critical to the integrity of evidence and the quality of tests conducted by the Department is restricted. Security is provided at both a building level and a Department level. The Director of Forensic Biology determines the level of access into the Forensic Biology laboratory and office areas.
- 1.2 This document describes Forensic Biology building security procedures.

2 OCME DNA Building Security

- 2.1 The OCME DNA Building is equipped with a security monitoring system. Cameras are situated throughout the inside of the building and at key locations outside the building. Cameras are monitored by OCME Security in the security command center located on the 3rd floor.
- 2.2 OCME security staff is present 24 hours a day, 7 days a week. After normal business hours, on city holidays, and on weekends, security staffing consists of a security officer at the 3rd floor Security Command Center and a roving security officer.
- 2.3 The building has two entrances:
 - 2.3.1 Main entrance at the west end of the building.,
 - 2.3.2 Vehicular breezeway off 26th Street
- 2.4 Main Entrance Security
 - 2.4.1 Retractable vehicular bollards at the entrance exterior prevent unauthorized vehicular access to the plaza.
 - 2.4.2 The reception desk is staffed Monday through Friday from 7 AM to 5 PM.
 - 2.4.3 Employees gain access to the staff elevators and other parts of the building through turnstiles equipped with ID card readers.
 - 2.4.4 Visitors to the building must sign a guest logbook at the reception desk before being escorted throughout the building.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Security		
Status: Published		Document ID: 974
DATE EFFECTIVE 03/21/2017	APPROVED BY Laboratory Director	PAGE 2 OF 4

- 2.4.5 Employees use an ID card reader on the non-revolving door to gain access to the building during non-business hours.
- 2.4.5.1 In case of difficulty with the card reader, employees should use the intercom to request assistance from the officer staffing the 3rd floor Security Command Center.
 - 2.4.5.2 If no response is received from the Command Center within a few minutes, the employee should seek assistance from the OCME Officer at the vehicle access point.
- 2.5 Vehicular Breezeway Security
- 2.5.1 A guard booth is situated at the entrance and is staffed by an OCME security officer from 7 AM to 7 PM Monday through Friday, excluding holidays.
 - 2.5.2 The security officer controls a gate which allows vehicular access.
 - 2.5.3 The security officer monitors access to the loading dock.
- 2.6 Interior Building Security
- 2.6.1 Employee access to floors and rooms inside the building is controlled via ID card readers that have been programmed by OCME Security.
- ### 3 Laboratory Security
- 3.1 The offices and laboratories of the Department of Forensic Biology are accessible only to personnel authorized by the Laboratory Director.
 - 3.2 The **Security Access Plan for Forensic Biology** outlines standard access permissions for various OCME employee groups.
 - 3.3 All visitors, including OCME employees who are not permitted access to Department laboratories or offices via their ID card, must be escorted by a Forensic Biology employee.
 - 3.3.1 All individuals who enter laboratories must provide a buccal swab sample for the quality control database.
 - 3.3.1.1 Non-standard access for OCME employees and for individuals not covered by the Security Access Plan requires a written authorization from the Director or designee.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Security		
Status:Published		Document ID: 974
DATE EFFECTIVE 03/21/2017	APPROVED BY Laboratory Director	PAGE 3 OF 4

- 3.3.1.2 Evidence storage areas in the sub-basement and on the 5th floor are under the control of the Evidence Unit and are not accessible by Forensic Biology staff.
- 3.3.1.3 **Long-term records storage** areas are located on the 4th floor and are under the control of the OCME Records Department. Access is available to selected members of Forensic Biology as requested by the Director of Forensic Biology.
- 3.3.1.4 Guidelines have been created for Forensic Biology staff regarding visitors and guests.

4 SECURITY ACCESS PLAN FOR FORENSIC BIOLOGY

- 4.1 The **Security Access Plan for Forensic Biology** outlines standard access permissions for various OCME employee groups. Exceptions to or deviations from this Plan for OCME employees or permissions for other individuals or groups not covered by Plan requires a written authorization from the Forensic Biology Director or designee.

Definitions:

- Unlimited Access:** 24 hours a day, 7 days a week
- Limited Access:** 8 a.m. to 6 p.m. weekdays
- Extended Limited Access:** 6 a.m. to 8 p.m. Sunday through Saturday
- No Access:** Entry to offices/labs only with an escort who has authorized access

(See [Chart below](#))

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Security		
Status: Published		Document ID: 974
DATE EFFECTIVE 03/21/2017	APPROVED BY Laboratory Director	PAGE 4 OF 4

Group	Laboratories (4 to 8)	Office Areas (5, 7, 8, 11, 12)	Office Area (13)
FBio Crims, CRSs ¹	Unlimited, all but QA lab	Unlimited	Unlimited
QA Team, Managers	Unlimited	Unlimited	Unlimited
FBio A-Team	No Access	Unlimited	Unlimited
FBio Interns	Limited access to lab(s) needed for project; defined by memo per individual	Limited access to assigned office area; defined by memo per individual	Limited
Chief Medical Examiner, Chief of Staff, Assistant Commissioner Building Services	No Access	Unlimited	Unlimited
OCME Administration*	No Access	No Access	Limited
Forensic Investigations (Medicolegal Death Investigators, Family Outreach)	No Access	Unlimited 8 & 11	Limited
OCME Senior Staff**	No Access	No Access	Limited
SIU Criminalists	Limited, 5 & QA lab on 6	Limited	Limited
Legal (general)	No Access	No Access	Unlimited
Legal-FBio	No Access	Limited	Unlimited
OCME Health & Safety	Limited	Limited	Limited
OCME CIO and IT Desktop Support	No Access	Limited	Limited
OCME Security	Unlimited	Unlimited	Unlimited
OCME Fire and Safety Director	Unlimited	Unlimited	Unlimited
EU-Non-Supervisory	Unlimited 5, Limited 8	Unlimited 5	Unlimited
EU Supervisors	Unlimited 5, Limited 8	Unlimited 5; Limited 11 & 12	Unlimited
Facilities-Engineers	Unlimited	Unlimited	Unlimited
Facilities-Maintenance	Limited	Limited	Limited
OCME Cleaners	Extended Limited	Extended Limited	Extended Limited
OCME Records	No Access	Limited	Limited

*Includes: First Deputy Chief Medical Examiner, Deputy Commissioner Administration, Deputy Commissioner Operations

**Includes: Director and Assistant Directors-Forensic Toxicology, Agency Chief Contracting Officer, Public Affairs Director, Assistant Commissioner Finance, Budget Director, Assistant Commissioner Human Resources, Director-Human Resources, Director-Anthropology, Director-Special Operations/Investigations, Director-Histology, Director-Agency Wide Projects, Director-Small Purchases.

Controlled versions of Department of Forensic Biology Manuals only exist in the Forensic Biology Qualtrax software. All printed versions are non-controlled copies.