

FORENSIC BIOLOGY ADMINISTRATIVE MANUAL

Security		
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Security

1 Guiding Principles and Scope:

- 1.1 All Department of Forensic Biology laboratory activities are carried out at the Charles S. Hirsch Center for Forensic Sciences 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 Forensic Biology laboratory and office areas.
- 1.2 This document describes building security procedures for the Hirsch Center for Forensic Sciences.

2 OCME DNA Building Security

- 2.1 The Hirsch Center for Forensic Sciences 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 reception desk, in 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 Vehicle barriers at the entrance exterior prevent unauthorized vehicular access to the plaza.
 - 2.4.2 The reception desk is staffed 24 hours a day, 7 days a week.
 - 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 be logged into the security system by the security officer on duty at the reception desk before being escorted throughout the building.
 - 2.4.5 Employees use an ID card reader on the non-revolving door to gain access to the building during non-business hours.

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

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- 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 there is no response from the Command Center within a few minutes, contact the security officer posted to the reception desk at 212-323-1930 or the main Security number at 212-323-1928.
- 2.4.5.3 If no response is received from the Command Center, the reception desk officer or the main Security line, the employee should seek assistance from the security 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 casework 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 of Forensic Biology or designee. Authorization is documented in the *Forensic Biology [Access Authorization Memo](#)*.

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- 3.3.1.2 Forensic Biology interns are granted access to Forensic Biology laboratory and office areas by the Department of Forensic Biology Director on an as-needed basis. Access is documented via the *Forensic Biology* [Access Authorization Memo](#).
- 3.3.1.3 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.
- 3.3.1.4 **Long-term records storage** areas are located on the 4th floor and are under the control of the OCME Records Department. Access by various OCME employees is noted in the Security Access Plan.
- 3.3.1.5 Guidelines for Forensic Biology staff regarding visitors and guests can be found in the [OCME Policy Manual](#).

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 via the *Forensic Biology* [Access Authorization Memo](#).

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)

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Group	Records (4)	Laboratories (4 to 8)	Office Areas (5, 6, 7, 8, 11, 12)	Office Area (13)	Clearance #
Security, Evidence, Fire/Life Safety Directors, Engineers, QA Team, FBio Managers	Unlimited	Unlimited	Unlimited	Unlimited	1
FBio Criminalists, City Research Scientists	Unlimited	Unlimited (minus QA Lab)	Unlimited	Unlimited	2
FBio Administrative Team, OCME Records staff, Tour Commanders, Senior Staff*	Unlimited	No Access	Unlimited	Unlimited	3
Forensic Operations	No Access	No Access	Unlimited (8 and 11)	Limited	4
Legal	No Access	No Access	No Access	Unlimited	5
Health and Safety, Facilities (Maintenance)	Limited	Limited	Limited	Limited	6
IT	Limited	No Access	Limited	Limited	7
Institutional Aides (IAs)	Extended Limited	Extended Limited	Extended Limited	Extended Limited	8
HR, Procurement, Finance	Limited	No Access	No Access (Unlimited 11 for HR only)	Limited	9
Histology	Unlimited	Unlimited (Shared labs on 8 only)	Unlimited (Shared office on 8 only)	No Access	10
Molecular Genetics	Unlimited	Unlimited (Shared labs on 5 and 7 only)	Unlimited	Unlimited	11
DIIG	No Access	No Access	Unlimited (11 only)	No Access	12

* OCME Executive Staff and Departmental Directors, Assistant Directors and Managers