

SECURITY

I. Identification

The OCME is a 100% ID check facility for all OCME employees and visitors. All employees and visitors must sign into when entering the facility at the front reception area. Two log books are provided one each for employees and visitors and names and the time entering and exiting the building must be recorded legibly.

A. Employees

OCME employees shall be issued a District government photo ID card and the ID card must be worn and visible when employees are in the building. The ID card includes the employee's name, agency, date issued, expiration date and current photo. OCME employees shall present the ID card and sign-in/out at the main entrance security desk upon entering and exiting the building.

The employee photo ID card also serves as an agency access card which is programmed to grant access to various areas within the building. This card allows records to be kept concerning the times and dates of access for each employee and is a security measure. Because the access cards are assigned to specific employees, employees should only use the card provided them to access various areas of the facility. Access cards must not be switched between employees or provided to other employees for use. An employee is accountable for movement throughout the facility that is recorded on the card assigned them, even if it was used by another person. If an access card is misplaced, the employee must immediately report the matter to the Management Services Officer.

B. Visitors

Employees are required to follow all security procedures when working with customers, the general public or when expecting visitors. A visitor is considered to be any individual that is not employed by OCME.

Upon entering and exiting the building, all visitors shall sign-in/out at the receptionist desk located at the main entrance. Identification must be provided. Visitors shall list their names, affiliation and destination within the building, arrival time and departure time. Visitors shall be provided an identification badge and are required to wear them at all times while in the facility.

All OCME employees who have visitors shall be notified by the receptionist and they or their designee shall come to the reception area to greet the visitor and escort them to the appropriate destination in the building. An OCME supervisor who has volunteers or groups working or visiting the agency shall be responsible for informing the security officer as to the dates and times the visitors will be expected in the building. All tours of

OCME shall be approved by the Chief Medical Examiner, Deputy Chief Medical Examiner or Chief of Staff. Anyone conducting unauthorized tours is subject to disciplinary action.

At no time shall any visitor proceed through the building unescorted. Personnel should not open locked doors for visitors unless authorized. Visitors, including Funeral Directors and law enforcement personnel, must wait in designated areas or in the first floor lobby until an OCME employee escorts them to the appropriate destination in the building.

Anyone observing a person(s) without proper identification or employee escort must direct them to the front lobby security desk and inform the Management Services Officer and/or Chief of Staff. Should the person(s) refuse to comply, employees must immediately notify the security officer on duty, Chief of Staff or Management Services Officer.

Visitors to the OCME are limited to individuals conducting official business. Visits for the purpose of decedent identification are limited to three persons per decedent at one time within the facility. Due to the nature of business conducted at OCME, persons under 18 years of age are not allowed on the premises, unless authorized. Under no circumstances will visitors be allowed access to decedents, biohazards or confidential information.

While it is recognized that OCME employees may have family members and friends who periodically have legitimate reasons to visit the office, these visits must be brief and restricted to the first floor reception area, unless otherwise authorized.

II. Secured Doors

All secured doorways (entrances/exits with controlled card readers) must be closed at all times other than when entering or exiting. Doors should not be left or propped open for periods of time. Employees should ensure that all secured doors close securely when entering or exiting.

It is critical that all employees adhere to this policy for their own security, as well as that of their colleagues. When a door is left or propped open for an extended period of time, an offsite alarm is triggered and Protective Services Division alerted and officers are sent to the facility to investigate.

If a door must be propped open for an extended period of time, an employee must notify the Security Officer on duty at OCME. The employee must provide the time period the door will remain open.

III. Supplies/Equipment

Unit Managers shall be notified of supply/equipment deliveries. Additional supplies and equipment are secured in designated supply areas. Employees shall contact the Unit Manager when in need of supplies/equipment.

Employees, who remove supplies or equipment for their personal use or sale, are subject to dismissal and criminal prosecution.

IV. Removing Property from the Building

Persons wishing to remove property from the OCME i.e., equipment (small or large), furniture, instruments or supplies must complete a District Government Property Pass. A "District Government Property Pass" must accompany any property being removed from the building. Persons bringing personally owned equipment into the building, must also complete a Property Pass.

The pass should include:

- Make, model, serial number, and brief description of property.
- Type of property (personal or government)
- How the property will be transported from the building, via personal, by government vehicle, or by vendor.
- The destination, including the address and whether the location is private, government, or corporate.
- The signature of the agency director or designee(s) should be affixed to the pass.

Prior to the removal of property from the building a copy of the completed and approved property pass should be forwarded to Administration unless otherwise prepared by them. Give original to Security Officer. Security will not allow the removal of any property without an approved property pass. Otherwise it is considered theft.