

- Policy:** This policy specifies security protocols for employee and visitor access to various areas of the DC Office of the Chief Medical Examiner (OCME).
- Purpose:** To ensure a safe and secure workplace for employees; safeguard the process of medico legal death investigation; and to protect confidentiality of medical examiner casework and the integrity of evidentiary material.
- Scope:** The first, third, fifth and sixth floors, as well as the both garage levels, of the Consolidated Forensic Laboratory (CFL) which encompass laboratory, office and fleet and employee parking for the OCME.

1. Building Access

- 1.1. The DC OCME is located on a portion of the first and on the entire fifth and sixth floors of the CFL at 401 E Street, SW, Washington, DC 20024. The CFL is a 100% identification check building for all OCME employees and visitors. Government-issued identification is required.

2. Employees

- 2.1. Employees shall be issued a District government photo identification/access card that must be worn and visible at all times when employees are in the building. The identification/access card includes the employee's name, agency, date issued, expiration date, and current photo.
- 2.2. The Employee's photo identification/access card also serves as a building access card which is programmed to grant security access to various areas within the building. The badge must be swiped at the security scanner when entering the building and when leaving the building. Data from the badge swipe can be used to determine the employee's presence in the building during an emergency.
- 2.3. The photo identification/access card records the time and date of access for each employee into such areas and is used as a security measure. Because the access cards are assigned to specific employees, employees should only use the card provided to them to access various areas of the building. Photo identification/access cards must not be switched between employees or provided to other employees for use. An employee is accountable for movement throughout the building that is recorded on the card assigned to them, even if it was used by another person. If photo identification/access card is misplaced, the employee must immediately report the matter to the Management Services Officer or designee so that it can be disabled and to initiate replacement.

- 2.4. Employees must sign when entering and exiting their work areas of the building for their tour of duty. Log books are provided for employees to record their name, date and the time entering and exiting the building for their tour of duty.
- 2.5. Certain temporary employees/long-term visitors (i.e. pathology residents) are also issued a District government photo identification/access card and must follow the same protocols described above.
- 2.6. If an employee's photo identification/access badge fails to work, the employee shall report the issue to the Management Services Officer or designee immediately so that the issue can be researched and resolved and/or a new photo identification/access card be initiated.
- 2.7. Upon termination, an employee must return the District government photo identification/access card during the Exit Interview to the Human Resource Advisor or Supervisor. It is immediately provided to the Management Services Officer or designee to be disabled. If an employee leaves District service without returning the ID badge; must be "summarily removed" per Chapter 16 of the District Personnel Manual; or for an emergency "cause," the Management Services Officer or designee may disable an employee's ID badge for security purposes.

3. Visitors

- 3.1. 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.
- 3.2. Visitors must follow all protocols set forth by the Protective Services Division (PSD) for receipt of a building identification badge. Visitor and Contractor badges automatically expire.
 - 3.2.1. Visitors must have a valid national or international identification (i.e. driver's license, Passport) – See PSD policy for complete description.
 - 3.2.2. Contractors – Contractors are a type of visitors. They may be provided special long term access and badges that provide such access.
- 3.3. Visitors and Contractors may enter the CFL from the main entry on E Street, SW. Contractor(s) may also enter from the CFL Loading Dock.
- 3.4. PSD will follow the OCME standard operating procedures in contacting a representative for visitor notification. All visitors must be escorted by the OCME Customer Service Representative or the employee(s) they are visiting.

- 3.5. Employees shall not open secured 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.
- 3.6. Anyone observing a person(s) without proper identification or an employee escort must direct them to the first floor lobby security desk and inform PSD. Should the person(s) refuse to comply, employees must immediately notify PSD.
- 3.7. 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.
- 3.8. 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.
- 3.9. Employees are reminded that the policy of this office prohibits the admittance of the public into the DC OCME after normal business hours. With prior authorization, after-hour admittance to groups of individuals for official purposes is allowed.
 - 3.9.1. The release of a body to a mortuary after hours under extreme circumstances would be an example.

4. Secured Doors

- 4.1. All secured doorways (entrances/exits with controlled card readers) must remain closed at all times. Doors should not be left or propped open for periods of time. When a door is left or propped open for an extended period of time, PSD is alerted. Employees should ensure that all secured doors close securely when entering or exiting.
- 4.2. If a door must be propped open for an extended period of time for official business, an employee must notify their supervisor and/or PSD.

5. Laboratory Spaces

- 5.1. Managers of Laboratory Spaces (i.e. Toxicology, Histology, Mortuary, and Anthropology) must sign for keys to various areas within those laboratories. These managers are responsible for the keys and the items within these areas. Any lost keys,

must be immediately reported to their supervisor and the Management Services Officer or designee.

6. Administrative Spaces

- 6.1. Certain Administrators must sign for keys to various administrative areas within the agency and may sign for “Master” agency keys. These Administrators are responsible for the keys and the item within these areas. Any lost keys, must be immediately reported to their supervisor and the Management Services Officer or designee.

7. Employee Offices & Office/Cubicle Areas

- 7.1. Offices – Those employees with offices must sign for the key to the office. Keys to the desk and cabinet spaces are available in the office and are the responsibility of the occupant. Any keys lost, it must be immediately reported to their supervisor and the Management Services Officer or designee.
- 7.2. Office/Cubicle – Those employees occupying office/cubicle areas are provided keys to the desk and cabinet spaces that accompany the areas. Any keys lost, it must be immediately reported to their supervisor and the Management Services Officer or designee.

8. Records Management

- 8.1. When not in use, all materials containing confidential information in a locked file cabinet or office. All contact with or viewing of confidential information by unauthorized individuals is prohibited. Employees shall not release confidential information to unauthorized individuals, including unauthorized employees or the general public.

8.2. Records Management Unit

- 8.2.1. Medical Examiner Case files are maintained in the Records Management Unit. The Records Management Unit shall remain locked at all times. Only authorized employees may enter the medical records area. Except in emergencies or during non-business hours, no individual may enter the unit unless accompanied by records unit personnel. In these circumstances, the Chief Medical Examiner, Deputy Chief Medical Examiner, Chief of Staff, General Counsel or other authorized staff shall have access.

- 8.2.2. Medical Examiner Case files cannot be taken from the OCME facility for any purposes, unless authorized by the Chief Medical Examiner or General Counsel.

8.3. Fatality Review Division

- 8.3.1. The Fatality Review Division records are confidential and shall be maintained in a locked file cabinet or office. Subsequent to each fatality review meeting, documents utilized, must be returned to agency staff and shall be shredded in the meeting room and not removed. Attendees at all fatality review meetings must sign a confidentiality statement.

9. Garage

- 9.1. The CFL garage is secured by remote control devices provided in each vehicle. Employees must have photo identification/access card in order to gain access from the garage to the building areas.
- 9.2. Visitors are not allowed access to the building area via the garage levels.