

# TENNESSEE BUREAU OF INVESTIGATION

## Forensic Services Division



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### Quality Assurance Manual

### Resource Requirements; Facilities and Environmental Conditions

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## 6 Resource Requirements

### 6.3 Facilities and Environmental Conditions

**6.3.1** TBI-FSD facilities will be such as to permit the correct performance of forensic examinations/calibrations. Measures are taken to ensure environmental conditions do not adversely affect the quality of any laboratory activities. All laboratory activities require normal laboratory environmental conditions unless noted in a standard operating procedure. If unit supervisor or designee determines environmental conditions are not suitable for testing, unit supervisor or designee will discontinue laboratory activities. CLRS will be notified of conditions.

**6.3.2** Environmental conditions with the potential to affect the results of laboratory activities will be addressed in the appropriate Unit SOPs.

**6.3.3** Environmental conditions with the potential to affect the quality of laboratory activities will be monitored, controlled, and recorded as required by a standard operating procedure. Laboratory activities will be stopped before the environmental conditions jeopardize the quality of results.

**6.3.4** TBI Crime Lab Regional Supervisors will take measures to control facilities and shall ensure these measures are monitored at all times. Measures taken shall address:

- Controlling access to and use of all testing/calibration areas in the TBI Laboratory;
- Maintaining effective separation between incompatible activities to prevent contamination, interference, or adverse influences on lab activities.
  - Disciplines with specific facility control requirements will document the requirements in the SOPs
  - These measures will be reviewed as needed to evaluate risks.

**6.3.4.1** The Assistant Director of Forensic Services, Crime Laboratory Regional Supervisor, and Unit Supervisors are responsible for the implementation of the security procedure outlined below. Violations of the TBI security policies and procedures shall be reported immediately to a Regional/Unit Supervisor. All TBI employees and contract employees are responsible for complying with all security procedures. Concerns regarding the security procedures shall be addressed to the applicable Crime Laboratory Regional Supervisor. These policies and practices ensure:

- Visitors have restricted access to the operational areas of the TBI Laboratory. TBI personnel will escort people requiring entrance into the building for functions such as maintenance or delivery. Unaccompanied access to the laboratory during normal working hours is limited to TBI-FSD personnel. All employees will prominently display their security I.D./cardkeys. All TBI employees will be issued either a blue (non-gun carrying) or green (gun carrying) lanyard with their security I.D./cardkey. All interns, temporary employees, contractors, and custodial staff shall wear white lanyards. Custodial staff do not have to be escorted around the

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building; however, they do have restricted access to laboratory units. All visitors and media will be issued security I.D./cardkeys with a white or orange (law enforcement) lanyard and will prominently display them at all times while in the building. All visitors must log into and out of the building. It is the responsibility of the employee to ensure their visitor's security I.D./cardkey is returned to the Uniformed Officer's desk.

- Law enforcement representatives submitting/retrieving evidence should enter and exit through designated Evidence Receiving Unit locations. These individuals will not be required to wear lanyards in these designated areas.
- All TBI Laboratory exterior entrance/exit points have proximity badge readers or a lock system to enforce security.
- Internal areas requiring limited/controlled access have proximity badge readers or a lock system to enforce security.
- Accountability of all access keys and TBI Laboratory badges are documented in the appropriate TBI unit and their distribution limited to those individuals approved by the Assistant Director of Forensic Services or designee.
- The TBI Laboratory is monitored during vacant hours by intrusion alarms and the TBI Uniformed Officer Unit (TBIHQ facility only).
- Computer systems used for examining digital evidence will have measures in place to prevent unauthorized access to the computer.
- Evidence storage areas are secured using intrusion detection and lock systems. The storage conditions prevent loss, deterioration, contamination, and maintain the integrity of the evidence. This applies both before and after examinations have been performed.

**6.3.5** Extreme care will be taken when laboratory activities are undertaken at sites other than a permanent TBI Laboratory facility.