

TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Quality Assurance Manual

Resource Requirements; Facilities and Environmental Conditions



6 Resource Requirements

6.3 Facilities and Environmental Conditions

6.3.1 TBI-FSD management will ensure facilities are suitable 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. Risk assessment will be conducted, and appropriate steps taken to correct the conditions before testing/calibration is resumed.

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 TBI laboratories are located in environmentally controlled facilities. Laboratory conditions with the potential to affect the quality of laboratory activities will be monitored. Issues with laboratory conditions will be recorded and risk assessment procedures implemented, as needed. Laboratory activities will be stopped before conditions jeopardize the quality of results.

6.3.4 TBI Crime Lab Regional Administrators 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.
 - Units with specific facility control requirements will document the requirements in the Unit SOPs
 - These measures will be reviewed as needed to evaluate risks.

6.3.4.1 The Assistant Director of Forensic Services, Crime Laboratory Regional Administrators, Section Managers 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 management. All TBI employees and contract employees are responsible for complying with all security procedures. Concerns regarding the security procedures shall be addressed to the appropriate Crime Laboratory Regional Administrator. The following security measures are in place:

- All TBI employees will be issued a lanyard with their security I.D./cardkey. All TBI employees will prominently display their security I.D./cardkeys while in TBI facilities;

TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Quality Assurance Manual

Resource Requirements; Facilities and Environmental Conditions



- All interns, temporary employees, contractors, and maintenance/custodial staff will be issued a lanyard and security I.D./cardkeys and will prominently display them while in TBI facilities;
- All visitors must log into and out of TBI facilities and be escorted while in the facility;
- 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;
 - Access keys are documented in the appropriate TBI unit and their distribution limited to approved individuals;
- TBI facilities are monitored during non-business hours by intrusion alarms and the TBI Police Officer Unit (TBI-HQ facility only);
 - Evidence storage areas are secured using additional intrusion detection and lock systems. The storage conditions prevent loss, deterioration, contamination, and maintain the integrity of the evidence

6.3.5 Access to TBI laboratory testing areas:

- TBI Laboratory personnel have access to all areas necessary to perform their duties. Access is granted via cardkey;
- TBI personnel not assigned to the Forensic Services Division may have access to the laboratory hallway areas and Evidence Receiving Unit locations. Their access to the laboratory testing areas, including vehicle bays, and evidence storage areas is restricted;
- TBI Uniformed Officers have the ability to access laboratory areas during non-business hours in emergency situations. Evidence storage areas are not accessible;
- Visitors do not have access to the testing areas of TBI Laboratories unless escorted. Procedures to maintain evidence integrity will be implemented as needed;
- Law enforcement representatives submitting/retrieving evidence will enter and exit through designated Evidence Receiving Unit locations. These individuals will not require an escort in these designated areas.

6.3.6 When testing activities are undertaken at sites other than a permanent TBI Laboratory facility, risks to evidence integrity will be monitored and documented and steps taken to prevent/minimize loss. Refer to VCRT SOP 1.2.6. Environmental conditions affecting calibration activities will be monitored and documented. Refer to Breath Alcohol Certification Procedure 4.3.3.1.