70/00 SAFETY POLICIES AND PROCEDURES

• 70/01 Receiving and Processing Areas

PURPOSE OF ORDER:

This order outlines the use of receiving and processing areas.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians.

ORDER:

To ensure employee safety, personnel shall not use report-writing areas for receiving and packaging property/evidence. Personnel are directed to receive and package property/evidence in designated areas.

• 70/02 Biological/DNA Handling and Disposal Procedures

PURPOSE OF ORDER:

This order outlines procedure for biological/DNA handling and disposal.

SCOPE OF ORDER:

This order shall apply to all Evidence and Property Custodians at Central Property and Evidence.

ORDER:

Latex or nitrile gloves are required to be worn when intaking and handling biological evidence. This is to protect employees in the event of exposure to biological material.

In the event that an employee is exposed to biological material, the exposed employee is to be removed from the source of contamination. The affected area is then rinsed at the nearest decontamination station. There are two disposable eye wash stations and two permanent eye/shower wash stations strategically placed throughout the facility. Medical care and attention are to be sought and the appropriate exposure forms are to be filled out by a supervisor.

Central Property and Evidence receives and follows disposal orders given by the investigating officer. It is incumbent upon the investigating officer to adhere to the specified penal codes in regard to biological/DNA evidence: PC 680, PC 803, and PC 1417.9. When disposal is authorized, the item is placed inside a red biohazard bag, then into a dedicated biohazard bin with lid. It is then picked up by a contracted disposal company.

• 70/03 Safety Policies/Procedures for Hazardous & Bio Hazardous

PURPOSE OF ORDER:

This order outlines the safety policies and procedures for hazardous and bio hazardous material at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

When handling hazardous or bio hazardous material, employees are required to wear a respirator-type mask and gloves. Biological evidence is to be stored in paper bags; hazardous narcotics are to be stored in a KPAK plastic evidence pouch. Disposed bio hazardous materials are placed in a red biohazard bag, then inside a biohazard barrel with a lid.

In the event that an employee is exposed to hazardous or bio hazardous material, the exposed employee is to be removed from the source of contamination. The affected area is then rinsed at the nearest decontamination station. There are two disposable eye wash stations and two permanent eye/shower wash stations strategically placed throughout the facility. Medical care and attention are to be sought and the appropriate

exposure forms are to be filled out by a supervisor.

To assure the health and safety of CPE employees, air filtration systems equipped with one hundred percent exhaust systems, forced air, and a standard pleated charcoal filter are placed throughout the building; one is located in the hazmat area and two are in the narcotics vault.

• 70/04 Hazardous Material Spills/Exposure

PURPOSE OF ORDER:

This order outlines the procedures for handling hazardous material spills/exposure at Central Property and Evidence.

SCOPE OF ORDER:

This order shall apply to all personnel at Central Property and Evidence.

ORDER:

Upon notification of a hazardous material spill or exposure within the facility, supervisors are required to make an announcement over the PA system to evacuate the premises. Emergency Medical Services and will then be notified to respond to the contaminated site.
