40/16 Identifying and Mitigating Problems

PURPOSE OF ORDER:

This order outlines the procedure for identifying and resolving issues or problems that may arise during daily operations at Central Property and Evidence.

SCOPE OF ORDER:

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

ORDER:

When personnel observe operating or system problems, they are responsible for mitigating and resolving the problem. If the problem cannot be resolved, personnel will report it to a supervisor as soon as feasible so that the problem can be rectified.