



Maine State Police Crime Laboratory

Laboratory Administration

1. Scope

This document outlines the laboratory's policies that affect personnel matters including attire, hours, performance management, customer confidentiality and general laboratory function.

2. Hours

- 2.1 The laboratory is staffed from 8:00 AM to 4:30 PM, Monday through Friday.
 - 2.1.1 The main entrance door is unlocked for public access from 8:00 AM to 4:00 PM, Monday through Friday.
 - 2.1.2 Evidence Receiving is open for evidence submission from outside agencies from 8:00 AM to 3:30 PM on Monday, Wednesday and Friday.
- 2.2 Leave time and duty hours of laboratory personnel are determined by the contract under which the employee operates. The supervisor and the employee are both responsible for being familiar with the relevant contracts.
- 2.3 The laboratory will remain staffed during the normal operating hours. However, the laboratory does allow for employee flexibility of time commensurate with the applicable bargaining contract. Any employee wishing to work outside of the normal operating hours must have the schedule approved by their supervisor.
 - 2.3.1 The receptionist will maintain a list of all employee schedules.
- 2.4 Laboratory staff members are expected to notify their supervisor and the receptionist if they are going to be late (greater than 15 minutes); not present for the day; or leave early.
- 2.5 The laboratory maintains an electronic calendar for tracking employee days off, meetings, etc. All laboratory staff members are expected to utilize this calendar.

3. Attire

- 3.1 Laboratory staff members are expected to dress appropriately for the work of the day. Appropriate attire is business casual or scrubs. Casual T-shirts, such as those with logos and advertisements, are not allowed.
- 3.2 The laboratory will provide two pairs of scrubs to the employee; employees may purchase their own additional sets of scrubs. Scrubs will be solid in color.
 - 3.2.1 If the employee has damaged or otherwise needs to replace scrubs, their supervisor may approve the purchase of additional scrubs.
- 3.3 Open-toed shoes are not allowed in any laboratory space or area where an individual would come into contact with evidence, chemical hazards or biological hazards.



Maine State Police Crime Laboratory

Laboratory Administration

3.3.1 Staff may wear open-toed shoes in office spaces.

4. Emergency Contact Information

- 4.1 The laboratory maintains emergency contact information for each staff member. This information is reviewed and / or updated on an annual basis.
- 4.2 The emergency contact information is confidential and is to be used only in the event of an emergency.
- 4.3 The emergency contact information is maintained in the employee's training folder in Paradigm.

5. Communication

- 5.1 The laboratory requires the use of ethical communication when dealing with individuals or within a group setting.
- 5.2 The laboratory encourages communication both up and down the chain of command. This can be through formal and informal meetings, performance evaluations or through written communications.
- 5.3 Regular staff meetings will be held to disseminate information laboratory-wide.
- 5.4 The supervisory staff will meet regularly addressing laboratory function issues.
- 5.5 Laboratory sections will meet on a regular basis to address section specific needs.

6. Performance Evaluations

- 6.1 Laboratory personnel will be evaluated yearly in accordance with Department of Public Safety, Division of Personnel.
- 6.2 Supervisors will hold regular meetings with employees to evaluate performance and abilities.
- 6.3 Employees will have a formal Performance Review take place between the Supervisor and employee at least annually, as required by the Department of Public Safety, Division of Personnel. The purpose of the review is to evaluate the employee's current performance and professional development. Necessary forms and guidelines are provided by Personnel. The review will include the following:



Maine State Police Crime Laboratory

Laboratory Administration

- 6.3.1 The supervisor and the employee will meet and discuss the employee's performance.
- 6.3.2 The supervisor will give the employee the completed Performance Report to review before the meeting.
- 6.3.3 At the review meeting, the following areas may be discussed, but review is not limited to:
- Accomplishments of the employee during the last rating period
 - Specific training needs and desires for the coming year(s)
 - Identification of any shortcomings of the employee and suggestions for improvement
- 6.3.4 The Section Supervisor will have the employee sign the Performance Evaluation Form. A copy will be provided to the employee. The Supervisor will take appropriate actions to follow-up on the areas discussed at the review.
- 6.4 The Laboratory Director will review all performance evaluations with the employee and his/her supervisor, prior to the documentation being submitted to the Division of Personnel.
- 8. Employee Grievances**
- 8.1 Employees are encouraged to address issues or concerns with their direct supervisor and follow the laboratory chain of command. If satisfactory resolution cannot be obtained through the internal supervisory structure, the employee can address grievances through the Department of Public Safety, Division of Personnel as described by an employee's specific contract.
- 9. Conference Room Scheduling**
- 9.1 The laboratory maintains an electronic calendar for scheduling the conference room.
- 9.2 Employees wishing to reserve the conference room must utilize the electronic calendar to note the date, time, purpose of the booking, and the name of the person making the reservation.
- 9.3 Any member of the Department of Public Safety may reserve the conference room.
- 9.4 The conference room is generally left open from the hours of 12:00 PM to 1:00 PM for the lunch hour.