



Maine State Police Crime Laboratory

Laboratory Tours and Lectures

1. Scope

The Maine State Police Crime Laboratory is committed to providing educational opportunities to qualified students through internships, laboratory tours and lectures. This policy will outline the circumstances under which the laboratory will provide these opportunities.

2. Laboratory Tours

- 2.1 Individual laboratory staff members may schedule tours, at their discretion and with supervisor approval. These tours must be infrequent and small in number (approximately 10 or fewer individuals).
- 2.2 Laboratory tour groups will not typically be allowed access to laboratory spaces or other controlled spaces such as evidence storage locations or garage bays.
- 2.3 The laboratory tour groups must stay together and individual members will not be allowed to stray. The Laboratory Director or a Section Supervisor will be notified of any problems during the tour.

3. Lectures

- 3.1 All requests for lectures should be approved by the appropriate supervisor.
- 3.2 The laboratory will approve lectures on a case-by-case basis as caseload and time permits.
- 3.3 Lecture requests that are given priority include training for law enforcement officers, sexual assault nurses or other individuals who directly collect and preserve evidence.
- 3.4 Requests for school lectures and career days may be approved as time allows.
- 3.5 If a staff member is not given approval to conduct a lecture during working hours, the member may use personal leave. However, the staff member must still gain approval to represent the Maine State Police Crime Laboratory in a formal setting.

4. Job Shadows

- 4.1 The laboratory does not routinely allow job shadows.
- 4.2 Individual staff members may allow job shadows as long as that staff member takes responsibility for the shadow for that day.