

Responsible Person/Group	Contraband Procedures
Staff	If contraband is found on OSH property: <ol style="list-style-type: none">1. secure the contraband or contact Security for assistance,2. maintain chain of custody of the item,3. immediately notify a supervisor and the Safety and Security Department, and4. complete an Incident Report in accordance with OSH Policy and Procedure 1.003, "Incident Reporting" guidelines.
Supervisor	<ol style="list-style-type: none">1. Contact Safety & Security Department.2. Verify contraband is secured and chain of custody is completed.3. Verify an incident report was completed.
Security Department	<ol style="list-style-type: none">1. Complete the chain of custody.2. Secure the contraband and place in the secured evidence locker.3. Initiate investigation as necessary.