

TO: Firearm and Tool Mark Section Employees

FROM: SAC Douglas Branch

DATE: June 21, 1999

SUBJECT: Firearm and Tool Mark Section Directive 99-2
Bulk Evidence Storage

Items of evidence too large to be secured in an individual evidence storage locker will, if there is space permitting, be placed in the Section's evidence room. This evidence can consist of doors and wood paneling/wood sheets that can be placed between the lockers and the wall and tires that can be placed on top of the lockers. If there is no room in the Section's evidence room or the item is too large for the evidence room, then arrangements will be made with the Evidence Control Unit to store item(s) in the main Evidence Vault. Very large and/or very heavy items should only be submitted by arrangement with the Section and the submitting Agency. Prior to giving consent to allow very large and/or very heavy items to be submitted, confirmation should be obtained to ensure that the evidence garage is available. If the evidence garage is available, the evidence should be submitted, placed in the garage and the case should be worked as a rush. The submitting agency must agree to take custody of the evidence as soon as the Lab has completed its analysis. If the evidence garage is unavailable, the evidence should not be submitted at that time.

DMB:tp

cc: Assistant Director Stevens
Deputy Assistant Director Neuner