

**LATENT EVIDENCE POLICY/PROCEDURE 95-LES-7**

**TO:** All Latent Evidence Staff

**FROM:** SAC Jerry Richardson

**SUBJECT:** 95-LES-7 is updated

**Effective Date:** February 10, 2000

It is the responsibility of all Latent Evidence Section employees to ensure the security of the section at all times. Requirements for this procedure are located in the section security plan located in the Quality Assurance Manual.

To comply with this, the last analyst to leave the section each working day will be responsible for turning off all equipment (including the coffee pot and copier) and lights (except those in the main hallways), and ensuring that all doors to the section and stairwell are closed and locked.