

**Latent Evidence Policy/Procedure 95-LES-8**

**TO:** All Latent Evidence Staff

**FROM:** Acting SAC D. James Faggart, Jr.

**SUBJECT:** **95-LES-8 is Updated**

**Effective Date:** **April 4, 2003**

It will be the responsibility of all section employees, while out of the section conducting Bureau business (court, crime scenes, meetings, etc.) to contact the Latent Evidence Section secretary (not Supervisor Byrd or his designee) **prior to 4:00 pm** each day.

The purpose is to obtain any messages or learn of any important business that must be dealt with that day, allowing sufficient time to conduct that business. In addition, at that time, the examiner will advise the secretary of their expected return to the office - or of the need to return to court, crime scene, etc. the following day.