

## **Latent Evidence Policy/Procedure 95-LES-10**

**TO:** All Latent Evidence Staff

**FROM:** SAC Jerry Richardson

**SUBJECT:** **95-LES-10 is Updated**

**Effective Date:** **January 28, 2002**

A true form of flex time is not practiced in the Latent Evidence Section. Rather, alternate work schedules are available to all analysts for each calendar year. Alternate work schedules must be submitted to and approved by the Special Agent in Charge prior to January 31 of each year.

The normal working hours of the Latent Evidence Section are from 8:00 A.M. to 5:00 P.M. and allowable alternate work schedules are as follows:

7:00 A.M. - 4:00 P.M. - Monday through Friday

7:30 A.M. - 4:30 P.M. - Monday through Friday

8:30 A.M. - 5:30 P.M. - Monday through Friday

9:00 A.M. - 6:00 P.M. - Monday through Friday

Once approved, the alternate work schedule requested will become your work schedule for the entire calendar year. The absence of a request will automatically place the analyst in the normal working hour category.

Daily changes are permissible only with the prior approval of the Special Agent in Charge or designated in charge.

