

Latent Evidence Policy/Procedure 95-LES-11

TO: All Latent Evidence Staff

FROM: SAC Jerry Richardson

SUBJECT: **95-LES-11 is Updated**

Effective Date: **January 28, 2002**

Wyatt Pettengill is appointed Primary Equipment and Inventory Manager until replaced or relieved.
Karen Murray is appointed Alternate Equipment and Inventory Manager until replaced or relieved.

All equipment and inventory items entering or leaving the section must be logged in the equipment and inventory database by the primary or alternate Equipment and Inventory Manager. This is to ensure the most accurate and up to date inventory listing as possible. For example, if a new piece of equipment enters the section or an old piece of equipment is to go to surplus, then it must be logged in and out by the primary or Alternate Equipment and Inventory Manager.

Moving pieces of equipment is not authorized unless approval is given by the Special Agent in Charge. When moving a piece of equipment is authorized, then the mover must notify the primary or alternate Equipment and Inventory Manager.