

**TRACE EVIDENCE POLICY/PROCEDURE 96-TES-1**

**TO:** All Trace Evidence Staff

**FROM:** Supervisor Troy Hamlin

**SUBJECT:** Evidence Section Policy/Procedure System

**EFFECTIVE DATE:** January 29, 1996

By issuance of Trace Evidence Policy/Procedure 96-TES-1, I am establishing the Trace Evidence Policy/Procedure System. This system is designed and created as a communications tool to disseminate clear and understandable Section Policy and Procedure.

Effective January 29, 1996, the creation of new Section Policy or Procedures and any modifications or changes to existing Section Policy and Procedure will be communicated to all section staff by a written Trace Evidence Policy/Procedure. Any changes or modifications will bear the same number as the old Policy/Procedure but with a new effective date. Upon receipt of changed or modified Policy/Procedure, Trace Evidence Section members are to discard the old Policy/Procedure and insert the new Policy/Procedure into their Section Policy/Procedure Manual.