TRACE EVIDENCE POLICY/PROCEDURE 96-TES-10

TO: Trace Evidence Staff

FROM: SAC Troy Hamlin

SUBJECT: Training Duties

EFFECTIVE DATE: March 27, 2000

To promote efficient and structured training guidelines, Senior Agents are to be assigned as the Lead Training Agent in each discipline of Trace Evidence. These Agents have the responsibility of forming and instituting a training outline and monitoring it's progression. The following Agents are responsible for the designated disciplines:

John Macy (Fiber Analysis)
John Bendure (Explosives)
Troy Hamlin (Physical Match, Glass, and XRF - XRD)
Jim Gregory (Hair Analysis)
Chuck McClelland (Arson Analysis, and Gunshot Residue)
Beth Flanagan (Paint Analysis)
Ken Culbreth (Elemental Analysis, SEM - XRD)

Other Agents may be assigned to assist these Senior Agents as the need arises.

At the completion of the training a written memorandum will be submitted to the Supervisor and introduced into the trainees personnel file.