

**TRACE EVIDENCE POLICY/PROCEDURE 98-TES-10**

**TO:** All Trace Evidence Staff

**FROM:** Supervisor Troy Hamlin

**SUBJECT: Training Duties**

**EFFECTIVE DATE:** July 9, 1998

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 (Fiber Analysis and Explosives)  
Troy Hamlin (Physical Match, XRF - XRD)  
Jim Gregory (Hair Analysis)  
Larry Ford (Arson Analysis and Glass Analysis)  
Chuck McClelland (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 each block of training a written memorandum will be submitted to the Supervisor and introduced into the trainees personnel file.

