

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-11

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: On-Call Program

EFFECTIVE DATE: January 29, 1996

The Trace Evidence Section will maintain an On-Call Program to ensure the availability of Chemists on a 24 hour seven days a week basis. All chemists who are qualified to perform casework will participate and the section secretary will be responsible for seeing that the "On-Call" duty roster is kept current in the DCI Mapper System. All changes to the roster must be approved by the Supervisor and the Section Secretary is to notify the Assistant Director of the Crime Laboratory of any changes to the On-Call duty roster. If a Chemist is to be out of the area during their rotation it is the responsibility of that Chemist to find a replacement.