

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-12

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: Securing the Section (at the end of each workday)

EFFECTIVE DATE: July 9, 1998

It is the responsibility of each member of the Trace Evidence Section to ensure the security of the section at all times. To comply with this, the last person on the floor will be responsible for the following:

- 1) Review the Sign In/Out Log to determine if all employees have signed out.
- 2) If it is determined that an individual has not signed out the employee will go to that individual's room and knock to ascertain the occupancy of the room. If there is no response the employee will canvas the working areas of the lab for the individual. The employee will advise the SAC the following day of the details of this occurrence.