

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-13

Memo to: All Trace Evidence Personnel

Date: January 30, 2002

From: SAC Troy Hamlin

Reference: Personnel Assignment to Trace Evidence Cars

Car assignments will be made via e-mail to section members. This assignment will be modified upon personnel or vehicle changes. A current record of these assignments will be kept on file.

Car use should be within your group whenever possible. If your car is not available, attempt to get a car from another group within the section. When everything fails, go to another section for a car.

Each member of a car group is responsible for maintenance and upkeep of their car. **Other than routine oil changes, all maintenance must be approved by the SAC.** If you detect a problem while driving the car, **get the problem fixed ASAP before returning the keys** to the section office. Keep the cars clean and full of gasoline. Purchases or repairs of \$50.00 or less can be paid with American Express, personal credit card or check, or cash and filed on monthly expense accounts for reimbursement without a purchase order number. Repairs costing more than \$50.00 require a purchase order or purchase ticket number. Remember to get preapproval from the SAC for any purchases or repairs other than routine oil changes.

Inspection reports must be completed and, along with the mileage log and all gas receipts, turned into SA John Macy by the 5th of each month. A section vehicle report is completed from the information provided from each car. Everyone in the group has responsibility to help inspect the cars. The inspection duty can be rotated through the group(s). Please give any suggestions that could improve the use and maintenance of the cars.