

**TRACE EVIDENCE POLICY/PROCEDURE 96-TES-16**

**TO:** All Trace Evidence Staff

**FROM:** Supervisor Troy Hamlin

**SUBJECT: Clothing Accessibility (Court, Meetings, Crime Scenes)**

**EFFECTIVE DATE:** January 29, 1996

All employees must maintain, within the section at all times, clothing that is appropriate for court and crime scenes as well as for meetings and other functions where they will be representing the section.

The bureau issued clothing (BDU) will be worn to process crime scenes. Other appropriate clothing may be worn if the BDU's are soiled and the employee has not had a reasonable period of time to launder same. However, **under no circumstances** will jeans be worn while representing the Bureau in any capacity.

Failure to comply with this policy (i.e. having to go home to obtain the proper dress) will be cited as failure to meet performance expectations.