

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-2

To: Trace Evidence Staff
From: SAC Troy Hamlin
Subject: Access to Bulk Evidence Storage Room
Effective Date: March 27, 2000

To protect the integrity of bulk evidence stored in the Trace Evidence Section, a double lock system has been put into place.

1. Two locks are on each bay of the Bulk Evidence Storage Room. The locks consist of an upper deadbolt lock and a keyed lock by the door handle.
2. Agents utilizing the Bulk Evidence Storage room will check out the keys from the section file room.
3. Evidence may be stored until analysis is completed or there is a need to use more than the two rooms. If there is a need for

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