

TRACE EVIDENCE POLICY/PROCEDURE 98-TES-2

To: Trace Evidence Staff
From: Supervisor Troy Hamlin
Subject: Access to Bulk Evidence Storage Room
Effective Date: March 30, 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. Four agents have each been issued a key to the dead bolt for 1 and 2. This group includes:
 - S/A Lucy Milks**
 - S/A Ken Culbreth**
 - S/A John Bendure**
 - S/A Larry Ford** (Key Custodian - Deadbolt Lock)
3. Four agents have each been issued a key to the door lock. This group includes:
 - S/A John Dilday**
 - S/A Jim Gregory**
 - S/A Chuck McClelland**
 - S/A Jon Macy** (Key Custodian - door lock)
4. All issued keys to the locks for the Bulk Evidence Storage Room door must be

maintained in a secure, undisclosed location. **AT NO TIME** will any agent from Group #1 or Group #2 loan, relinquish or otherwise provide access to their issued key. **AT NO TIME** will any agent from Group #1 or Group #2 inform anyone (including the supervisor) of the location of their issued key.

5. In the event that the status of any agent from Group #1 or Group #2 changes (i.e. - transfers, resigns, retires, etc.), the issued key will be relinquished to the Key Custodian for the respective group.
6. In the event that the status of the Key Custodian from Group #1 or Group #2 changes (i.e. - transfers, resigns, retires, etc.), the supervisor will appoint a new Key Custodian and the issued key will be relinquished to the new Key Custodian for the respective group.

To Gain Access:

Any agent requiring access to the Trace Evidence Section Bulk Storage Room must arrange to have one agent from each group present.

An agent from Group #1 or Group #2 requiring access must arrange to have the Supervisor and one agent from the other group present. Only in the event that the Supervisor is unavailable may the agent from Group #1 or Group #2 utilize their issued key for access.

Once both locks have been opened, one of the agents unlocking the door must remain with the agent requiring access to witness the action taken in the room.

A log book (SBI 69C) will be maintained in the storage room and must be completed for each entry into the room.