

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-5

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: Daily Check-In

EFFECTIVE DATE: January 29, 1996

It will be the responsibility of all section employees, while out of the section conducting Bureau business (court, crime scenes, meetings, etc.), to contact the Trace Evidence Section secretary (not Supervisor Hamlin) **prior to 4:00 pm** each day.

The purpose is to obtain any messages or learn of any important business that must be dealt with that day, allowing sufficient time to conduct that business. In addition, at that time, the examiner will advise the secretary of their expected return to the office - or of the need to return to court or crime scene etc. the following day.