

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-9

TO: All Trace Evidence Staff

FROM: Supervisor Troy Hamlin

SUBJECT: Sign In/Out Log

EFFECTIVE DATE: July 9, 1998

The Trace Evidence Section will maintain a Sign In/Out Log. This log will be located in front of the section secretary's area. During normal working hours when employees leave the section they are to notify the secretary or SAC about their destination. If the secretary or SAC is unavailable, or if they leave the building, they will sign out with their destination and time of departure. When they return they will reflect this time in the Log. When employees leave for the day they will Sign Out with their time of departure.