

# TEU Operational Deployments

## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>2</b>
<b>2</b>	<b>SCOPE .....</b>	<b>2</b>
<b>3</b>	<b>EQUIPMENT .....</b>	<b>2</b>
<b>4</b>	<b>PROCEDURE .....</b>	<b>2</b>
4.1	Scene Deployments.....	2
4.2	Hazardous Evidence Analysis Team (HEAT) Deployments.....	4
<b>5</b>	<b>LIMITATIONS .....</b>	<b>4</b>
<b>6</b>	<b>SAFETY .....</b>	<b>5</b>
<b>7</b>	<b>REFERENCES.....</b>	<b>5</b>
<b>8</b>	<b>REVISION HISTORY .....</b>	<b>5</b>

# TEU Operational Deployments

## 1 INTRODUCTION

This document describes the procedure for operational deployments of the Trace Evidence Unit (TEU).

## 2 SCOPE

This document applies to TEU personnel who deploy outside of the FBI Laboratory.

## 3 EQUIPMENT

- Personal protective equipment (e.g., gloves, protective footwear), as appropriate for deployment scene/location.
- Other supplies as appropriate for processing and collecting evidence.

## 4 PROCEDURE

### 4.1 Scene Deployments

#### A. Pre-deployment

1. An FBI Case will be initiated if one does not already exist. If the deployment request is received from a non-FBI agency, the agency can be directed to contact the local FBI field office (FO) to initiate an FBI Case.
2. The FO whose area of responsibility (AOR) covers the deployment location will be notified prior to deployment. This may include contacting the Special Agent in Charge (SAC), FBI Case Agent, or Evidence Response Team (ERT) Senior Team Leader (STL) and the Evidence Response Team Unit (ERTU) Supervisory Special Agent (SSA).
3. Complete the FBI Laboratory Operational Plan for Deployments form.
  - As practicable, all Laboratory Division personnel deploying (including those from TEU and other units) should be listed on the form.
  - The “Description of the Operation” field should include the name and agency affiliation of the person requesting operational assistance, as well as the location and dates of deployment.
  - The “Special Conditions” field should include any caveats or limitations relevant to the deployment activities of the deploying discipline(s).
  - Route the form through the Supervisor, Unit Chief (UC), and Section Chief (SC) of all deploying personnel, and copy ERTU, Deputy Assistant Director (DAD) and Assistant Director (AD).
4. Submit a TRIP request with relevant/appropriate EAN and Program/Sub-Program codes.

#### B. Deployment

1. Most deployments will be coordinated by ERTU. Maintain communication with the ERTU SSA coordinating the deployment, following any guidance or recommendations.

2. For deployments not coordinated by ERTU, accompaniment by FBI or other law enforcement (LE) personnel is not required; however, assistance from ERTU or the field ERT can be requested.
3. Ensure daily Situation Reports (SITREPS) are provided to TEU management.
4. For deployments that involve severe conditions that are believed to necessitate Leave After a Critical Incident upon return (per Crisis Intervention Program Policy Guide 0999PG Section 4.3.2), requests should be made via email prior to returning from the deployment, allowing approval by the Section Chief no later than the day of return.

C. Field assessments

1. Field assessments refer to expertise provided by TEU personnel during on-scene deployments. This may include, for example, suggesting whether skeletal material may be human or non-human in origin or suggesting which soil samples may be most appropriate to collect.
2. Field assessments are performed using the expertise and professional judgement of the examiner and are intended only as guidance or advice. Field assessments are not considered laboratory examinations or final results.
3. Final decisions regarding documentation or collection of evidence will be made by the investigating agency.

D. Post-deployment

1. For deployments that will be assigned a case record in FA:
  - The deployed examiner(s) will draft the Laboratory Report, which should include, at a minimum:
    - Dates of deployment (including travel days)
    - Deploying TEU personnel
    - Type of deployment (e.g., Anthropology, Geology)
    - Optionally, the report may include a brief summary of activities, services, or consultations performed/provided
  - Upload any other relevant communications or approvals in the Communication Log or Case Record Object Repository.
  - Complete the Laboratory Report and upload/serialize the 1A (Case or Case Record, as appropriate) to Sentinel.
  - Serialize the Operational Plan for Deployment to Sentinel. This may be done either as an attachment to the Laboratory Report, or as a separate Electronic Communication (EC)(FD-1057).
2. For deployments that will not be assigned a case record in FA or will be the subject of an i3 product:
  - An EC will be generated in Sentinel documenting the same minimum details as a Laboratory Report as well as any relevant communications or approvals.
  - As applicable, complete the i3 product following TRACE-850: i3 Services and serialize to Sentinel.

- Serialize the Operational Plan for Deployment to Sentinel. This may be done either as an attachment to the i3 product EC, or as a separate EC.
3. Submit completed TRIP request for travel reimbursement.
  4. For deployments that involve exceeding time/salary ceilings, reimbursements (for time or costs) can be requested through the chain of command of the Finance Division.

## 4.2 Hazardous Evidence Analysis Team (HEAT) Deployments

### A. Pre-deployment

1. HEAT deployments will be coordinated by the Scientific Response Analysis Unit (SRAU). An official request by SRAU for operational support will be submitted for TEU UC approval.
2. Following UC approval of a request for operational HEAT deployment, submit a TRIP request with relevant/appropriate EAN and Program/Sub-Program codes.

### B. Deployment

1. HEAT deployments will follow TRACE-200: Evidence Handling and Processing.
2. Maintain communication with the SRAU personnel coordinating the deployment, following any guidance or recommendations.
3. Ensure daily Situation Reports (SITREPS) are provided to TEU management.
4. For deployments that involve severe conditions that are believed to necessitate Leave After a Critical Incident upon return (Crisis Intervention Program Policy Guide 0999PG Section 4.3.2), requests should be made via email prior to returning from the deployment, allowing approval no later than the day of return.

### C. Post-deployment

1. HEAT deployments will be assigned a case record in FA.
  - Reports will indicate the relevant partnership laboratory where the evidence was processed.
2. Submit completed TRIP request for travel reimbursement.
3. For deployments that involve exceeding time/salary ceilings, reimbursements (for time or costs) can be requested through chain of command of Finance Division.

## 5 LIMITATIONS

- The probative value of field assessments may be dependent on the condition and completeness of the material assessed, as well as the environmental conditions of the deployment location.

TRACE-201-00: Operational Deployments	Page 4 of 5	Issue Date: 09/15/2022
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## 6 SAFETY

- While working in the field and/or with physical evidence, Laboratory personnel should wear at least the minimum appropriate protective attire (e.g., gloves, footwear appropriate to the environment). It is recognized that appropriate attire will vary depending on the field deployment context.
- Universal precautions will be followed.
- Exposure to biological hazards may be associated with operational response and field assessments. Safety procedures related to specific equipment or procedures will be followed. Refer to the [FBI Laboratory Safety Manual](#) for guidance.

## 7 REFERENCES

FBI Laboratory Operational Plan for Deployments (current version)

FBI Laboratory Safety Manual (current version)

TRACE-200: Evidence Handling and Processing (current version)

TRACE-850: i3 Services (current version)

## 8 REVISION HISTORY

Revision	Issued	Changes
00	09/15/2022	New document created.