

## LP SOP-24 Memo Guidelines

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### A. Purpose:

Guidelines regarding the preparation of memos pertaining to case files.

### B. Responsibility:

Latent Print Section Examiners

### C. Procedure:

1. Whenever a latent print examiner is contacted by, or contacts, the requesting official of a submitted case, and the content of the conversation pertains to information which can affect the outcome of the case, a memo detailing the circumstances shall be completed and kept with the case file.
2. Examples of when a memo should be filed are as follows:
  - a. New development in the case.
  - b. Evidence was compromised.
  - c. Examiner/Requestor feels an unorthodox technique should be explored.
  - d. New suspect is developed.
  - e. Any other information that the examiner wishes to document.

### D. Sources of Error:

### E. References: