

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.
3. Significant information that would otherwise effect other units should also be added to the Case Synopsis in Justice Trax.