

## MMIE SOP-27 Memo Guidelines

*Approved by Director: Dr. Guy Vallaro*

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### A. Purpose:

The Multimedia and Image Enhancement Section will take measures to document or prepare memos regarding case discussion.

### B. Responsibility:

Forensic Science Examiners assigned to the Multimedia and Image Enhancement Section

### C. Procedure:

1. Whenever an examiner is contacted or contacts a customer/submitting agency or their designee, the content of the conversation pertaining to the discussion should be documented and placed in the case file. (Refer to GL-1 Section 4.4.2)
2. Examples of when a memo should be filed are as follows, but not limited to:
  - Evidence was compromised or not suitable for examination
  - Examiner/Requestor feels that an unapproved technique should be explored
  - A new suspect or addition evidence is obtained that may be used for comparisons
  - Any other documentation that the examiner deems necessary
3. All memos shall be located on a standard 8-1/2" X 11" paper and the Laboratory ID number and the examiner's initials shall be present on this document.

### D. Sources of Error:

### E. References: