

February 23, 2000

TO: Firearm and Tool Mark Section Employees

FROM: SAC Douglas Branch

SUBJECT: Compliance with Laboratory/Section Technical Procedures

It is the responsibility of each section employee to ensure that they are in full compliance with **all** laboratory/section technical procedures. In the recent internal ASCLD Audit the audit team discovered that some section members were **not** following the letter of laboratory/section technical procedures. Specifically, case notes had been generated that did not include a description of evidence containers and/or the status of the container seals. Also, the date the evidence was received in this section was not personally placed on the evidence container(s) by the receiver. In light of these findings I am *directing* each of you to follow all laboratory/section technical procedures and specifically those mentioned in this document.

cc: Assistant Director Al Stevens
Deputy Assistant Director John Neuner