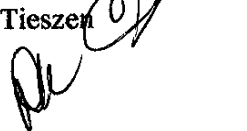



**RAPID CITY POLICE DEPARTMENT
MEMORANDUM**

June 10, 2004

MEMO TO: Chief Craig Tieszen 
FROM: Lt. Dan Rud 
SUBJECT: Licensing Agreement to Order ASCLD-LAB Manual

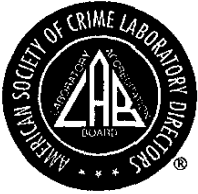
Attached to this memorandum is a licensing agreement, which must be completed in order for me to purchase the current laboratory standards manual of the American Society of Crime Laboratory Directors – Laboratory Accreditation Board.

I think the purpose of the licensing agreement is to ensure that agencies do not copy and re-distribute the manual or portions of the manual to other laboratories.

In order for me to research what standards we already meet, and those we need to work on to meet accreditation standards, I will need this updated version from 2003. I plan to purchase a hard copy of the manual, and one electronic version of the manual on CD for a cost of \$75.00.

City Attorney Mike Booher advised me that this licensing agreement must be approved by the Common Council according to SDCL 9-1-5.

If you have any questions, please let me know. Thank you.



AMERICAN SOCIETY OF CRIME LABORATORY DIRECTORS LABORATORY ACCREDITATION BOARD

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