



CITY OF ATLANTA

FIRE – RESCUE DEPARTMENT

An Accredited Agency

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MAYOR

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ICHIEFS ID – ATLFD

HAROLD D. MILLER
FIRE CHIEF

December 11, 2007

Donald F. Samuel
Garland, Samuel & Loeb
3151 Maple Drive, NE
Atlanta, GA 30305
Attention: Dianne Cole

Reference: Production of evidence response

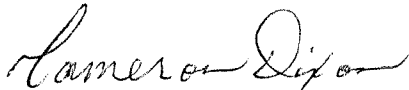
Dear Sir:

We have prepared the following correspondence in response to your subpoena for production of evidence, every effort has been exhausted to thoroughly comply with the request.

The Atlanta Fire Rescue Department's Fire Investigations unit utilizes the chain of custody procedures that are taught from various training manuals used to certify fire investigators. These publications are used by state and / or federal training facilities, they include the following listed in order in relation to your request;

1. Manuals, directives, standard operating procedures, handbooks
 - a. **Georgia Police Officer Standards and Training Manual (PORT)**. This manual is a controlled item that is beyond my capabilities to obtain due to confidential nature of GA POST in maintaining testing integrity of future peace officers.
 - b. **NFPA 921 - Ch. 9 Physical Evidence**
 - c. **Atlanta Fire Rescue SOP - AFD.SOP.03.18 Section 8.3 Security of Evidence and Personal Property.**
 - d. Evidence submission form, evidence chain of possession form and evidence collection bag with chain of custody tracking.

2. All documents relating to the procedures to be followed when evidence is lost, missing, or cannot be found, including the identity of any personnel who are in charge of ascertaining the location of any lost evidence.
 - a. There are no documents relating to the procedures to be followed when evidence is lost, missing, or cannot be found.
 - b. The section commander of fire investigations is responsible for attempting to ascertain the location of any fire investigations related evidence that is missing.
3. All records of any kind that exist on any computer, on any piece of paper other record, without limitation, which involves Atlanta Police Department Case #963460736 or the Atlanta Fire Department Case # 96-52726.
 - a. Copies of all pertinent documents for Atlanta Fire Department Case # 96-52726 (case file) are attached. The Atlanta Fire Rescue doesn't possess any form of documentation related to Atlanta Police Department Case #963460736.



Cameron Dixon, Captain
Fire Investigations Section
Atlanta Fire Rescue

Enclosure (4)

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