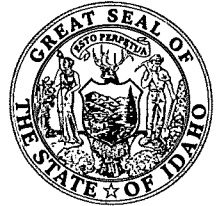




Idaho State Police

Service Since 1939



Colonel Kedrick R. Wills
Director

C.L. "Butch" Otter
Governor

To: Idaho Court Administrators and Judges
From: Matthew Gamette, ISP Forensic Services Laboratory System Director *mtg*
Subject: Restitution Routing
Date: January 10, 2018

Idaho State Police Forensic Services (ISPFS) laboratories requests that all court ordered restitution checks for the Coeur d'Alene, Meridian, and Pocatello ISPFS laboratories be routed to ISPFS headquarters for proper financial accounting. All ISPFS financial transactions are handled by the ISPFS Management Assist at headquarters. If checks are sent to individual laboratories, they must be forwarded by the lab to ISPFS headquarters for accounting purposes. Forwarding these checks creates delays in the process and also leaves more potential for a check to become misplaced or lost entirely.

Questions regarding this issue should be addressed to ISPFS Management Assistant Karen Stringer at karen.stringer@isp.idaho.gov or 208-884-7219. Other questions should be addressed to Laboratory System Director Matthew Gamette at matthew.gamette@isp.idaho.gov or 208-884-7217.