

## **UNIT ORDER #55 - PROTOCOL FOR SCHEDULING INTERVIEWS WITH LASPA MEMBERS**

### **PURPOSE OF THIS DIRECTIVE:**

To establish a new protocol for scheduling Subject interviews with LASPA members.

### **SCOPE:**

This new protocol applies only to LASPA members.

### **PROCEDURE:**

- The investigator shall contact the Subject and identify three proposed dates, over a period of 10 business days, wherein the interview will take place.
- The investigator shall advise the Subject to inform his representative of the three proposed dates and to report back to the investigator within two business days with the date that has been selected.
- The investigator shall inform the LASPA office of the three proposed dates. The LASPA office will ensure that the Subject contacts his representative and reports back to the investigator within two business days with the selected date.
- When the Subject reports back to the investigator with the selected interview date, the investigator shall inform the Subject that the interview will take place on the selected date, that it will not be canceled, and that the Subject may want to have an alternate representative available in case his chosen representative becomes unavailable.
- The investigator shall document these contacts with the Subject and the LASPA office in their activity log.

Note: If the investigator is contacted by the Subject's representative to discuss scheduling of the interview, the investigator shall inform the representative that the investigator will only discuss the scheduling of interviews with the Subject.

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