

MESA POLICE Department Policy Manual	Rule 15 Requests	DPM 1.7.30 Effective 04/05/2012 Revised 11/28/2023
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1. PURPOSE

This policy provides Mesa Police Department (MPD) members guidelines regarding the completion of Rule 15 requests received from the Maricopa County Attorney's Office (MCAO) or another County Attorney's office.

2. DEFINITIONS

Case Agent: Members assigned the responsibility of completing investigations, including any follow up.

DMS: Document Management System used to store all MPD reports and documents.

Rule 15 Disclosure: Rule 15 is an Arizona Supreme Court administrative rule governing the release of information, reports, property, and/or evidence to legal counsel for criminal proceedings. The purpose of Rule 15 is to provide full notification of each side's case-in-chief, so as to avoid unnecessary delay and surprise at trial.

3. GENERAL

3.1 Notification

- A. Notification of a Rule 15 request is usually received in the Criminal Justice Information Division (CJID) or sent to the assigned case agent for processing via fax, email, or U.S. mail.
- B. CJID will be responsible for processing Rule 15 requests upon notification.
- C. If a member receives a Rule 15 request, the member shall:
 1. Check with CJID to ensure a duplicate Rule 15 request was not sent to them.
 2. Review the Rule 15 request in case any requested items/evidence is not in DMS or impounded in the Evidence Section.
 3. Complete any forensic requests (e.g.; drug analysis request, latent print analysis request, medical records release information, etc.) and note on the Rule 15 request prior to sending to CJID.
 4. Send a copy of the Rule 15 request to CJID, including any comments/notes.
 5. Any requested items/evidence handled by the member will be forwarded to the requested County Attorney's Office within the requested time.
 6. The member shall notify the requestor that the Rule 15 request was sent to CJID for processing and direct the requestor to CJID for future requests.

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3.2 Submission

- A. To ensure the successful completion of all Rule 15 requests, members shall:
 - 1. Submit all DVD/audio recordings, surveillance videos, documents, etc. into the Evidence Section and/or DMS at the end of shift unless otherwise approved by a supervisor.
 - a. Ensure all on-body camera (OBC) footage is uploaded at the end of each shift, per guidelines in [DPM 3.4.35 On-Officer Body Camera Program](#).
 - 2. Without timely submission of associated evidentiary DVD/audio recordings, surveillance videos, documents, OBC footage, etc., CJID will not know whether any items or evidence are missing.

3.3 Failure to Disclose

- A. Failure to disclose any items/evidence under Rule 15 may result in:
 - 1. Items/evidence being inadmissible in court;
 - 2. Court imposed sanctions on the Department and/or member; or
 - 3. Disciplinary action.

3.4 Disclosure Exceptions

- A. In accordance with Rule 15 members shall not reproduce or release video or photographic evidence in cases where the production or possession of the items is otherwise prohibited by [ARS 13-3553 Sexual Exploitation of a Minor](#).
- B. Such items will be made available for inspection upon approval of the Mesa Family Advocacy Center (MFAC) Lieutenant or designee, MCAO, and/or a court order.

4. RULE 15 REQUEST COMPLETION

- A. Upon successful completion of a Rule 15 request, CJID will forward the requested items to the Maricopa County Attorney's Office or other requesting County Attorney's Office.
- B. If CJID is unable to successfully complete a Rule 15 request, CJID will send a copy of the request to the assigned case agent.
- C. CJID will indicate the items unable to be processed on the request.
- D. The member assigned as the case agent, or assigned to complete the Rule 15 request, is ultimately responsible for gathering the items requested on the Rule 15.
- E. Associated OBC footage requested by the MCAO or any other prosecutor's office will be delivered via established sharing methods (Evidence.com), when available. The electronic sharing will be completed by CJID Supervisors.

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1. Any sensitive cases, (i.e.; officer involved shooting), the CJID Supervisor will contact the OBC Administrator to help facilitate the sharing of these videos.
- F. When the member successfully gathers the requested items the member shall document the date the gathered items were sent to MCAO and provide notification in writing to CJID.
 - G. CJID shall then include the member's comments on the Rule 15 request, if applicable.

REFERENCES

- [DPM 3.4.35 On-Officer Body Camera Program](#)
- [ARS 13-3553 Sexual Exploitation of a Minor](#)