



Chapter: Inspections, Internal Control, Legal and Administrative Proceedings
Subject: 18-24 – Discovery Requests – Criminal Cases
Effective: April 19, 2022
Supersedes: Official Order 34, Section 34.4.2, dated February 24, 2021
Distribution: Department Members

PURPOSE: This Order establishes department policy related to discovery requests in criminal cases.

18-24-1 DISCOVERY REQUESTS--CRIMINAL CASES

- A. Discovery requests in criminal cases shall only be processed by local worksites when requested by the prosecutor in the case. Members receiving a discovery request from any other entity shall immediately notify the prosecutor and assist the prosecutor in responding to the request.
- B. Members receiving a discovery request from a prosecutor shall provide the requested information, documents, or evidence.
 - (1) Requests for department records not originated by or maintained at the local worksite shall be forwarded to the Records Resource Section.
- C. Members shall not process discovery requests from criminal defense attorneys.
 - (1) Members receiving a discovery request from a criminal defense attorney shall refer the attorney to the prosecutor.
 - (2) This Order does not apply to the Records Resource Section acting in accordance with the Freedom of Information Act.
- D. Requests to Preserve Evidence
 - (1) Members shall comply with requests to preserve evidence made by any party and shall notify their worksite commander of the request.
 - (2) If the request came from someone other than the prosecutor or attorney representing the department, the member shall immediately notify the prosecutor or attorney representing the department.

DIRECTOR

Annual Review Responsibility: Transparency and Accountability Division

Accreditation Standards: CALEA 82.2.4