

OFFICE OF THE CHIEF OF POLICE

NOTICE 14.4

October 22, 2020

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: DISCOVERY COORDINATOR – ESTABLISHED

The purpose of this Notice is to establish the position of a Discovery Coordinator within each Department Area/division. Effective immediately, Area/division commanding officers shall designate a Discovery Coordinator.

BACKGROUND:

Department policy requires commanding officers to ensure that requests made to their commands from Legal Affairs Division (LAD) for documents or materials are completed and returned to LAD within five working days from the date the request is received. If the Department employee assigned to complete the request is unable to do so within the five working day period, the assigned employee shall immediately contact the LAD unit that requested the material for advice and guidance (see Department Manual Section 3/782.60, *Civil Discovery Requests*). This policy is necessary to ensure LAD is able to comply with the strict statutory and judicial timelines that apply to public requests for Department records, and to avoid the significant financial consequences the Department may face for failing to meet those timelines.

To ensure that LAD requests for records are promptly processed, each Area/division commanding officer shall designate an employee, along with sufficient back-ups, to serve as the Discovery Coordinator.

PROCEDURE:

- I. DISCOVERY COORDINATOR – ESTABLISHED.** The Discovery Coordinator will be responsible for daily monitoring of a generic email account created by LAD. The position shall be an ancillary duty and generally should be performed by the Principal Records Clerk, Subpoena Control Officer, Property Disposition Coordinator or similar position.
- II.** Upon receipt of a request for records from LAD, the Discovery Coordinator will immediately acknowledge receipt of the request by responding to the LAD email. The Discovery Coordinator will then identify the most appropriate employee at that Area/division to respond to the request and transmit the request to that employee. The

Discovery Coordinator will then monitor the request to ensure it is completed within the five working day compliance period. If the request cannot be completed within that period, the Discovery Coordinator is responsible for contacting LAD to obtain advice and guidance for the request.

III. LEGAL AFFAIRS DIVISION RESPONSIBILITIES. The LAD will contact the Discovery Coordinator of each Department Area/division to provide training and assistance as needed.

IV. COMMANDING OFFICER'S RESPONSIBILITIES. Commanding officers along with the designated Discovery Coordinator shall:

- Review and ensure compliance with this directive; and,
- Notify LAD of the assigned personnel to the Discovery Coordinator position via an Intradepartmental Correspondence, Form 15.02.00.

If you have any questions regarding this Notice, please contact Legal Affairs Division, at (213) 978-4640.



MICHEL R. MOORE
Chief of Police

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