



Sacramento County District Attorney's Office

THIEN HO
District Attorney

The below protocols will help facilitate media requests in the most efficient and effective manner. **Please share this information with your current news staff (reporters, news desks) as well as new staff when they first come on board.**

[NOTE: While we try to accommodate as many media requests as possible, we are not always able to do so for reasons listed below and we are not always able to meet media deadlines – please allow for as much time as possible.]

Main PIO: Shelly Orio orios@sacda.org; cell 916.204.7595

- **PIO is available during regular office business hours: Mon.-Fri., 8 a.m. to 5 p.m.**
 - PIO is not available on county holidays
 - Inquiries/requests received outside of normal business hours and on holidays will be reviewed the next business day
- **For the quickest response and to expedite requests, please submit inquiries by email**
 - Text and phone inquiries will be reviewed, but we will ultimately need the request sent via email
 - If sending by text, please identify yourself – name and news outlet
- **What we can generally provide:**
 - Electronic copies of initial complaints after arraignment hearings
 - Copies of amended complaints after arraignment on amended charges, but can take up to several business days
 - Basic case status—generally limited to current charges, hearing dates, convictions, sentences
 - Copies of press releases and other previously publicly distributed information by the office
- **What we are not able to provide:**
 - Generally - interviews, comments on anything related to, or in context of, a pending case or investigation
 - Generally - case materials/documents/information other than copies of complaints
 - Documents/information not already a matter of public record
 - Criminal histories, or what amounts to providing criminal histories – which includes asking for information without having the required information outlined above (specific case or police report numbers, x-ref with specific arrest details)

- Comment on any case being prosecuted by another office
- **When submitting an inquiry:**
 - Submit all media inquiries to the PIO – inquiries sent to any other staff or office unit (by email or phone) will be redirected to the PIO and significantly delay response time
 - **If it's related to a specific criminal case or law enforcement report referral - a case number or police report number will be required to ensure we are providing information on the correct defendant/suspect and not providing criminal history**
 - If there is no active case and no law enforcement referral on an arrest, information about that arrest will need to be retrieved from the arresting agency
 - Provide specific questions and as much information as possible in the initial request
 - If the request involves a report, study or any other external information – please include that source information (i.e., link to report, audit, study, article, etc.)
 - Updates on court hearings will be provided when possible, but updates can take more than one business day
 - **It is critical to provide a specific latest possible deadline**
- **Data requests:**
 - Data requests take time – anywhere from 2 business days to several weeks, depending on the complexity and the amount of data requested
 - There could also be a cost to program a script for data queries, an estimate of cost and turnaround time would be provided for media approval before running a data query