

## ORG: Protection of Case Information

---

### Electronic case information

4.2.1  
4.2.2  
4.2.3  
4.2.4

The Sacramento County District Attorney Information Technology Bureau is responsible for the maintenance and security of all electronic data residing on the network.

---

### Release of case information

4.2.1

Information generated regarding cases submitted to the Laboratory of Forensic Services is considered “non-public” and will be released as required within the criminal justice system.<sup>1</sup>

---

### Release of other information

Copies of case notes or other relevant information may be released upon request. This information may include

- Validation studies
- Analytical quality assurance data
- Proficiency test results

The administration staff will refer these requests to the criminalist who worked the case, or, in his or her absence, a supervising criminalist. Refer to the section on *Discovery Requests* in this manual.

Case information is released only to the agencies who are directly involved with the investigation of the case, or the prosecution or sentencing of subjects associated with the case.

---

*Continued on next page*

---

<sup>1</sup>Sacramento County District Attorney, [Employee Policy Manual](#), Section IV(H)

## ORG: Protection of Case Information, Continued

---

### Discovery by the defense

Case notes and other relevant information may be released to the defense through the discovery process. This information may include

- Validation studies
- Analytical quality assurance data
- Proficiency test results.

Refer to *Legal Issues, LEG: Discovery Requests* in the *Administrative* manual.

---

### Telephone requests for case information

At least one of the following conditions shall exist before laboratory staff may release case information over the telephone.<sup>2</sup>

- The employee personally knows the caller.
- The employee does not personally know the caller, but the employee initiated the call.
- The employee does not personally know the caller, but reasonable efforts have been made to verify the identity of the caller.
- A supervisor approves dissemination of the information over the phone.

If there is any doubt about the identity of the caller, case information must **not** be released. The call should be referred to the supervising criminalist for resolution.

---

### Media

Laboratory staff should notify the Laboratory Director of media requests for case information. The Laboratory Director then refers the request to the Chief Deputy or Assistant District Attorney and the Communications and Media Officer at the Sacramento County District Attorney's Office.

---

---

<sup>2</sup> Sacramento County District Attorney, [Employee Policy Manual](#), Section IV(I)