



# SACRAMENTO POLICE DEPARTMENT

## OFFICE OF INVESTIGATIONS



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### 538.02

### DISTRICT ATTORNEY FOLLOW-UP REQUESTS

01-19-96

#### **PURPOSE**

To establish procedures for District Attorney (DA) follow-up requests.

#### **POLICY**

To provide a complete and thorough an investigation as possible on a criminal case.

#### **PROCEDURE**

- A. All requests for additional DA investigation shall be delivered by a court liaison clerk directly to the appropriate section in the Office of Investigations.
  1. Investigators receiving a direct request from a Deputy DA shall ensure the request is made in the proper form.
  2. DA requests made after the preliminary hearing shall be discussed with the requesting DA by the section supervisor to determine if there are exceptional circumstances involved. Unless exceptional circumstances exist, supervisors shall not assign a follow-up request initiated after the preliminary hearing.
- B. The unit supervisor shall review all DA requests to determine if the requests are proper and apply to the police investigative responsibility. When approved, the request shall be assigned to an investigator for completion of the request.
- C. DA follow-up requests should be completed by the due date requested. When unable to meet the requested due date, the requesting prosecutor shall be notified.
- D. Investigators shall route requested follow-up, with a copy of the original to the requesting DA.