

DISCOVERY & EVIDENCE PROCESS IMPROVEMENT EVENT

ACTION ITEMS

Sheriff-Coroner Office

Complete:

1. Get a Blu-Ray player to Santa Maria to reduce errors, i.e. bad discs sent to the DA.
2. Re-locate audio/video CDs/DVDs from the Property Room to separate file cabinet
 - As cases are pulled we will place CDs/DVDs in filing cabinet. Procedure will be put in place by the beginning of next year
3. Go to the SGTS Meetings consistently to remind FTOS that they need to upload photos and body cams as they finish supplemental reports.
4. Track EDR processing time and redundancies (repeat requests)
 - Add columns to our log for when EDR received and returned and it is a repeat request
5. AOPs save and track LOP list of report requests and implement policy for requesting LOP confirmation of receipt (to reduce the number or repeat requests)
 - Senior AOP have written up policy. Policy going in memo by 11/8

In Progress/Ongoing:

1. Research interim technological solutions (with a focus on existing technology)
 - We are now uploading to the DA's Box.com account, heavily reducing the number of DVDs/BluRay Disks and Thumb Drives used

District Attorney's Office

Complete:

1. Create standardized practice for prioritizing EDR requests (standardize how priority is noted so that it is accurate and understood. E.g. expanded criteria beyond "Rush" and "Standard")
2. Implement eDisclosure
3. Market Research into Discovery Solution
 - Reaching out to agencies (across the US and UK)
4. Create and fill new Supervising Attorney over Special Projects position (without adding a new FTE)
 - Oversee large innovative projects including Discovery

In Progress:

1. Implement new CMS and integrate with law enforcement agencies (including Sheriff) and PD

- In depth process to implement

Public Defender's Office

Complete:

1. Build a button in e-Defender to automatically draft and email Informal Discovery request to DA.
 - Expected savings of five minutes per letter
2. Create a shortcut to allow attorneys to automatically access all received Discovery for a case (this shortcut will continue to function if the material is moved to Box.com with additional efficiencies gained)
3. Formalize Standard Operating Procedure on processing Discovery
4. Track receipts of Initial Discovery in CMS
5. Implement naming convention and file location procedures, to allow for use of Microsoft sorting and preview capabilities
6. Build discovery template letters/pleadings within eDefender
 - Allow for more efficient process for producing the letters and pleadings. eDefender will automatically fill in many of the case details and can automatically load other information.
7. Use of outlook categories to manually sort discovery by type (initial, arraignment, pre-arraignment, electronic and discovery)

In Progress

1. Track receipts of Supplemental Discovery in CMS
 - Launching April 2023
2. Create database infrastructure for e-Defender to connect to external content management systems such as e-Prosecutor and Odyssey
 - Public Defender component to be complete by June 2023.
3. Move notification of receipt of Discovery from email to a task within e-Defender to allow for tracking of # of discovery notifications received. (move towards CMS as a one stop shop)
 - Major time savings. Task system will allow for easy follow up to track when discovery reviewed. Launching by September 2023.
4. Automate attorney task to 'review discovery' from manual process to automated process.
 - Periodically check in on frequency of notifications and optimize . Scheduled to be complete December 2023.
5. Migrate all discovery to unlimited cloud based system Box.com that will allow for future automation.
 - Improve connection/download speed by migrating off of the County network, increase the capability for more automation and workflows. Public Defender has

moved almost 40 terabytes to date and is looking to move an addition 60 terabytes over the next six months.

6. Creation of discovery unit comprised of EXH LOP I's to process discovery and upload all discovery within 48 hours of receipt.
 - Currently have 1.5 FTE's dedicated to this unit, need additional funding to be released to hire additional 1.5 FTE. Discovery unit needs grown with volume of discovery more than doubled in FY22-23 compared to FY21-22. February 2023 processed 6+ terabytes of discovery.
7. All parties from discovery added to CMS system, with new forms being created to reduce the time to enter parties.
 - New discovery tracking mechanism launching April 2023; new forms to be created by December 2023.
8. Monthly report being created to track discovery received in relationship to arraignment date.
 - Infrastructure build, launching by the end of June2023. Monthly report to be designed by end of August2023.

Planned

1. Joint proposal for 1050 Judicial form to be adopted
 - Write joint letter. It is a proposal that the court adopt a judicial form. PD will move forward filing formal 1050 without the form effective immediately. Due date contingent on DA/Court.