

*Approved by Director: Dr. Guy Vallaro*

**Discoveries:**

1. Requests for copies of case files (notes, data, photos, etc.) are received via email, fax, or US mail from State's Attorney's Offices and other sources.
2. An Examiner Notification memo is filled out by Case Management personnel or designee. Each Examiner associated to the request is given a copy of the notification. If possible, a time frame of completion is indicated on the notification.
3. Add a service request in JusticeTrax for "Discovery/FOIA".
4. Copies of case files are prepared, with the suggested guidelines of reducing to 93%, single sided, and no staples. Color copies of photographs or worksheets should be made when appropriate in an effort to produce an accurate representation of each Unit's case file. When applicable, the associated case synopsis within JusticeTrax should also be copied.
5. After being verified by an Examiner for accuracy, the copies of case files are returned to the Case Management Unit.
6. A folder is made for each case request on the 'S' drive. Copies of the case files are scanned and saved into the folder with the case number and the Unit the copies pertain to.
7. Upon completion of the discovery for all Units involved, a CD may be burned for the requestor.
8. The requestor is notified that copies/CD are ready for pick up/delivery and a date and time is arranged with Case Management personnel. Upon retrieval, a signature should be obtained from the agency representative receiving the copies/CD.
9. Signed completed Examiner Notification memos are scanned and saved into the appropriate 'S' drive folder. The original signed memos are placed into a designated binder maintained by Administration.
10. Copies may be emailed to the requestor if the discovery is of limited nature. A delivery receipt is attached to the email as proof of receipt.
11. "Edit findings" and "Draft Complete" for the Discovery/FOIA request in JusticeTrax. Once entered, the request is released in JusticeTrax.

*Approved by Director: Dr. Guy Vallaro*

**Freedom of Information Act (FOIA's):**

1. Requests for copies of case files (notes, data, photos, etc.) are received from the CT Department of Emergency Services and Public Protection Legal Affairs Unit via email, fax, or US mail. Any FOIA request received at the CT Division of Scientific Services from a Correctional facility inmate will be forwarded to the CT Department of Emergency Services and Public Protection Legal Affairs Unit.
2. An Examiner Notification memo is filled out by Case Management personnel or designee. Each Examiner associated to the request is given a copy of the notification. If possible, a time frame of completion is indicated on the notification.
3. Add a service request in JusticeTrax for "Discovery/FOIA".
4. Copies of case files are prepared, with the guidelines of reducing to 93%, single sided, and no staples. Color copies should be made when appropriate in an effort to produce an accurate representation of each Unit's case file. When applicable, the associated case synopsis within JusticeTrax should also be copied.
5. After being verified by an Examiner for accuracy, the copies of case files are returned to the Case Management Unit.
6. A folder is made for each case request on the 'S' drive. Copies of the case files are scanned and saved into the folder with the case number and the Unit the copies pertain to.
7. Upon completion of the FOIA for all Units involved, a CD may be burned for the requestor.
8. Copies/CD shall be brought to Administration for verification that all requested material is compiled.
9. The requestor is notified that copies/CD are ready for pick up/delivery and a date and time is arranged with Case Management and/or Administration personnel. Upon retrieval, a signature should be obtained from the agency representative receiving the copies/CD.
10. Signed completed Examiner Notification memos are scanned and saved into the appropriate 'S' drive folder. The original signed memos are placed into a designated binder maintained by Administration.

11. Copies may be emailed to the requestor if the FOIA is of limited nature. A delivery receipt is attached to the email as proof of receipt.
12. “Edit findings” and “Draft Complete” for the Discovery/FOIA request in JusticeTrax. Once entered, the request is released in JusticeTrax.

ARCHIVED