



JOE PELLE
Sheriff

Boulder County Sheriff's Office

Discovery Accountability Document

Dear Legal professional,

In order to track Discovery material Boulder County Jail (BCJ) Supervisory staff asks that you complete this form **each** time that you provide Discovery material for a client. ALL Discovery material must be processed through Jail Administration reception area or by a Jail supervisor. **NO** Discovery material may be given directly to an inmate during a visit or to a module deputy. If the inmate Discovery is not in the property of and taken by the inmate at release or transfer, the legal representative will have 5 days to retrieve the materials from BCJ. After that time, the Discovery may be destroyed. (Jail Policy J1909)

Legal Professional Responsibility:

Inmate Name: _____ Docket #: _____

Date of Delivery: _____ Person delivering discovery: _____

Does material need to be returned to anyone other than the inmate: Yes/No If yes, to whom?

Is the material the property of the inmate? Y/N

General description of items delivered: (Circle one: CD's, small/ large manila envelope, thumb drive etc.)

Are you taking any previously delivered discovery back out with you? Y/N (Please detail what you are taking.)

Administration Responsibility:

Received by: (Badge # and initials) _____ Booking : _____

What Supervisor was notified? _____

Administration completed worksheet? Y/N

Additional notes if needed:

Supervisor Responsibility:

Basket # _____ Name and Badge # _____

Inmate Notified that he/she has discovery available by: _____

Worksheet Completed by: _____

Significant HOLD entered: _____ Y/N