

Sacramento County Probation Department

Juvenile Corrections Officer (JCO) Core Training

Unit 1.0: California Criminal Justice System

Module 1.5: Confidentiality and Records

Instructional time: 2 hours

1. Welcome and introductions
2. Objectives:
 - a. 1.5.1 Identify key legal requirements related to confidentiality and release of information
 - b. 1.5.2 Identify possible consequences of failing to maintain confidentiality or improperly releasing information about a case
 - c. 1.5.3 Identify the types of information that should not be transmitted to juveniles and indicate why each is inappropriate
 - d. 1.5.4 Identify the types of information that can be shared with the public, media, attorneys, law enforcement agencies, and other organizations
 - e. 1.5.5 Distinguish between the concepts of “need to know” and “right to know”
3. Legal requirements related to confidentiality and release of information
4. “Need to know” and “right to know” in regards to releasing Criminal Offender Record Information (CORI)
5. Verification of a person’s identity who is requesting information
6. Types of information that can be shared with the public, media, attorneys, law enforcement agencies and other organizations: Government employees personnel records, juvenile delinquency records, escape from secured detention, juveniles in the adult system, adult arrest records, adult probation reports
7. Types of information that should not be transmitted to juveniles and why each is inappropriate
8. Consequences of failing to maintain confidentiality or improperly releasing information about a case: Administrative sanction, civil action, and/or criminal prosecution
9. Information systems accessible to CA law enforcement agencies: CLETS, Cal-Photo, CWS/CMS
10. Misuse of CLETS
11. Department policies regarding disclosure of records
12. Documentation, confidentiality and maintenance of records
13. Record seals: WIC 786, WIC 781, WIC 793
14. Purpose for sealing juvenile records