

**SANTA BARBARA COUNTY PROBATION DEPARTMENT
JUVENILE SERVICES DIVISION**

Policy/Procedure Directive

Subject: Inspection of Juvenile Case File Information	Policy Number: J-2018-02
Category: Juvenile Court Services	
Authority: Kimberly Shean, Deputy Chief Probation Officer	
Issued: May 2, 2018	Revised:
Note: This directive remains in effect until replaced by a subsequent manual section and supersedes the direction contained in the Confidentiality manual section where it and this directive conflict.	

In order to insure that juvenile case file information in possession of the Probation Department is inspected by and copies provided to only those persons authorized by law, and to insure that non-juvenile case file information is not disclosed, the following protocol is established when a physical case file is inspected:

- A. Persons wishing to inspect juvenile case files are to schedule an appointment to do so during normal business hours and staff receiving a request for file inspection shall notify the Supervising Probation Officer (SPO) for the unit.
- B. A unit Senior DPO, or the unit SPO are to definitively confirm that the person requesting an appointment to inspect the information is authorized by §827(a)(1) WIC to do so.
- C. The assigned DPO is to inspect the case file prior to making it available to the person requesting to inspect it to insure that only information subject to disclosure as juvenile case file information is contained in the physical file. Information covered by Federal and State laws governing the disclosure of personal health information (e.g., Health Insurance Portability and Accountability Act), as well as victim identifying or contact information, is not subject to disclosure and is to be removed for the period of the actual inspection.

The following information and documents are generally not considered juvenile case file information for the purposes of this directive and are not to be disclosed to or copied for a person inspecting a case file:

1. Email communications.
2. Custom reports or any reports identifying other juvenile offenders, unless redacted.
3. Medical information protected by other Federal or State law.
4. Psychological or other mental health assessments unless prepared for a juvenile court matter or hearing and, as such, have been or would be disseminated.

Notes entered into IMPACT as Events and Workers Special Reports (WSRs) prepared by institutional staff at the Santa Maria Juvenile Hall or Los Prietos Boys Camp can be disclosed as case file information if requested.

- D. During the actual inspection of the juvenile case file information, a DPO, preferably the assigned DPO, is to be present with the person inspecting the case file information for the duration that the person does so. This is to protect against unauthorized access, dissemination, or copying, and to resolve any issues that may arise during the inspection.
- E. For those persons who inspect a case file and subsequently request copies of a document, the officer is to have the person identify which document(s) he or she wishes to have copied. If few in number and readily accessible, the officer may arrange to have the copies prepared at the time of the inspection. If providing copies will take further effort and time, the officer will arrange for the copies to be prepared and instruct the requesting person to return at a later time or date to retrieve them.
- F. At the conclusion of the inspection, the case file will be returned to the officer, who will document as an Event in IMPACT that the inspection occurred. When copies of juvenile case file information are provided to a requesting person, the IMPACT Event entry will also include a specific description of which document(s) and information have been copied and provided to the person.