

Case Files - Release of Material

626.1 PURPOSE AND SCOPE

To set forth guidelines and a procedure for requests by criminal justice agencies for copies of material contained in case file. This policy applies to all deputy probation officers.

626.2 AUTHORITY AND REFERENCES

- Executive Committee

626.3 POLICY

Copies of case file material shall only be released when the right and need for material is determined and release of such material is approved by a Supervising Probation Officer.

626.4 PROCEDURE

Review with the Custodian of Records.

Revised:

12/01/2005

09/19/1994

Date: 08/24/1989