

## 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 files. This policy applies to all staff.

### 626.2 AUTHORITY AND REFERENCES

- Riverside County Probation Department Custodian of Records Manual;
- Riverside County Superior Court Juvenile Blanket Orders;
- California Rule of Court 5.552; and,
- PC 1203.03; 1203.05; 825 WIC et. Seq;

### 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 supervisor.

### 626.4 PROCEDURE

Review the request with the Riverside County Probation Department's Custodian of Records.

Date last reviewed: 08/20/2021

Date(s) revised: 08/20/2021; 12/01/2005; and, 09/19/1994

Created: 08/24/1989

Attachment(s):

1. [Riverside County Superior Court Juvenile Blanket Orders](#)