



ORANGE COUNTY SHERIFF'S OFFICE
GENERAL ORDER
CONFIDENTIALITY OF JUVENILE RECORDS



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To: All Deputy Sheriffs & Office Personnel
 From: Sheriff Carl E. DuBois
 Subject: General Order # 05-114- Confidentiality of Juvenile Records

PURPOSE: The purpose of this General Order is to ensure that records that pertain to juveniles are filed separately from adult records.

- I. Part 8 of the Family Court Act of the State of New York provides Section 381.3- Use of police records.
 - A. All police records relating to the arrest and disposition of any person under this article shall be kept in files separate and apart from the arrests of adults and shall be withheld from public inspection.

- II. All arrests of juveniles made by the Orange County Sheriff's Office shall be entered into the Impact Records Management System.
 - A. After a **juvenile's arrest** has been entered into the Impact Records Management System, the program software will restrict access to only those employees authorized to access such juvenile arrest records.
 - 1. Incident reports **do not** automatically seal a juvenile's information in the Impact System.
 - 2. Incident reports that are linked to a juvenile arrest report will be sealed in the Impact Records Management System.
 - 3. All incident and arrest numbers pertaining to juvenile cases must be documented in the separate Juvenile Incident/Arrest Book which is kept in a separate and secure cabinet in the Records Management Office of the Juvenile Officer.
 - 4. If an incident report is taken without the arrest of the juvenile, the name of the juvenile shall not be placed in the narrative section of the report. The juvenile incident number shall be used instead (i.e. Juvenile suspect 04-1 was observed near the residence).
 - 5. All Sergeants and Investigators have access to the Juvenile Warrant Log located in a separate locked file cabinet in the Investigations Division.
 - B. All sworn employees permitted access to the Impact Records Management System may enter an arrest involving a juvenile. However, only designated

sworn employees will have access to view a file once it has been entered into the system program.

- C. Only the assigned Orange County Sheriff's Office investigator and all sworn supervisors shall have access to view juvenile arrest records already entered into the Impact Records Management System.
 - D. After completion, all arrest files concerning juveniles and any supplemental material will be forwarded to the employee's supervisor for review and then forwarded to the Lieutenant for review. Satellite Security Post employees shall ensure that reports are entered into the Impact Records Management System. After review by the Sergeant reports will be forwarded upon completion to the Lieutenant for review.
 - E. The Lieutenant or Division Sergeant will review all arrest files and return upon completion to the Records Management Officer for juvenile records for proper filing in a separate and designated secured cabinet.
 - F. After entry into the Impact Records Management System, all incident reports specifically involving juvenile delinquents, juvenile offenders, persons in need of supervision, neglected children, foster care children and any supplemental material will be forwarded to the employee's supervisor for review and then forwarded to the Lieutenant or Division Sergeant for review.
 - G. The Lieutenant or Division Sergeant will review all incident reports and return upon completion to the Records Management Officer for juvenile records for proper filing.
 - H. The designated Records Management Officer for juvenile records will be responsible for the collection, dissemination, and retention of juvenile records as required by applicable law.
 - I. The designated Records Management Officer for juvenile records will keep a master file on all juvenile cases. Those files will be kept separate from adult records and secured in the appropriate area where access will be limited to the designated authorized employees.
- III. Transporting of post occurrences of juveniles.
- A. All orders to deliver and orders to produce for all Juvenile Delinquents (JD), Juvenile Offenders (JO) and Person in need of Supervision (PINS) shall be kept in a separate locked cabinet within the Squad Room. Such cabinet is kept secure and locked and under the control of the Squad Room Sergeant and C.O.G. personnel.

***REFERENCE: ACCREDITATION STANDARD 8.9
NEW YORK STATE FAMILY COURT ACT***