

LOS ANGELES COUNTY RECORD CHECKS

- AUTHORITY:** Welfare and Institutions Code (WIC) Sections 362.5, 827, and 828
California Rules of Court Rule 5.552 (Confidentiality of records)
Superior Court of California, County of Los Angeles Local Rule 7.2
(Confidentiality of Juvenile Case Files)
- RESCINDS:** Procedure Manual Item 1-1-106, dated 12/04/18
- FORMS:** Declaration in Support of Access to Juvenile Records (LAJUV 010)
<https://www.lacourt.org/forms/pdf/juv010.pdf>
- PURPOSE:** To enable deputized staff to obtain arrest, investigative and traffic information, on youth from Los Angeles County Central Juvenile Index at the Los Angeles County Probation Department.

I. PROCEDURE

A. Los Angeles County Central Juvenile Index

1. To determine whether a youth is an active or inactive ward in Los Angeles County, contact the Los Angeles County Probation Department Information Center via phone (1-866-931-2222) or email (pic@probation.lacounty.gov).
2. Identify yourself and this department and then specify if the record check is either juvenile or adult.
3. Similar to our agency's own records procedure, they will only release limited information and then refer you to the assigned deputy probation officer (DPO) or Officer of the Day.

B. Juvenile Traffic Records

There are three (3) ways to request Los Angeles County Juvenile Traffic records:

1. If a youth receives a stand-alone vehicle code infraction violation, the citation is filed in adult court in the court that handles the jurisdiction in which the violation occurred. **For more information, refer to:** <http://www.lacourt.org/courthouse/mode/division/traffic>
2. If the infraction (vehicle code or non-vehicle code) is filed in conjunction with a misdemeanor or felony violation, it stays with the more serious offense in juvenile court.
3. If the youth receives a stand alone, non-vehicle code violation, it is handled by the Los Angeles County Probation Department. These records may only be obtained in person or via the United States Postal Service utilizing the *Declaration in Support of Access to Juvenile Records* (LAJUV 010) form. The form may be mailed to the below or referenced when calling the below

phone number:

LA County Probation Department
Day Reporting Center
6640 Van Nuys Blvd., Room 200
Van Nuys, CA 91405
(818) 901-3001

REFERENCES:

Procedures:	1-1-101	Access to and Release of Criminal Offender Record Information (CORI)
	1-1-103	Teletype Services
	1-1-118	Federal Agency Request for Juvenile Record Information and Character References (e.g. Military Recruiter, Department of Defense, and Job Corps)
Polices:	B-1	Case Confidentiality-Client's Right to Privacy
	B-2	Inter- and Intra-Agency Confidentiality
	B-3	Case File Management and Security
	B-4	Sensitive Cases

C. Ronald

APPROVED BY: