

Deputy Probation Officer Core Training

Topic 1.0: California Criminal Justice System

Class 1.4: Confidentiality and Records

Instructional Time: 2 hours

1. Welcome and Introductions
2. Objectives
  - a. Identify key legal requirements related to confidentiality and release of information.
  - b. Identify the possible consequences of failing to maintain confidentiality or improperly releasing information about a case.
  - c. Identify the types of information that should not be transmitted to offenders and indicate why each is inappropriate.
  - d. Identify the types of information that can be shared with the public, media, attorneys, law enforcement agencies, and other organizations.
  - e. Distinguish between the concepts of “need to know” and “right to know”.
3. Examples of Wrongful Use of Computer Records
4. Computer Access and Computer Systems
5. The Law
6. Confidentiality
7. Background Checks
8. NLETS (National Law Enforcement Telecommunications System)
9. NCIC (National Crime Information Center)
10. CORI (Criminal Offender Record Information)
11. The Need to Know and the Right to Know
12. Release of Information
13. Confidentiality
14. Department Policy
15. Review / Closing / Evaluations

