

Adult Confidential Record Information Policy

Approved: 
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Reviewed: May 2016

I. Policy

All Court and probation documents shall be maintained in a confidential manner and shall not be disclosed without express written permission from the Court. Access to such documents and information shall not be afforded without proper authorization.

II. Purpose

This policy provides guidelines to ensure the confidential handling of all probation and Court documents.

III. Reference

[Neb. Rev. Stat. § 29-2261\(6\)](#)

[Neb. Rev. Stat. § 84-712.05\(5\)](#)

IV. Procedure

A. Releasing information

1. Each probation district shall ensure the confidential handling of material considered to be a part of the probation file (physical and electronic). The handling of confidential record information, including information obtained through a signed release, shall be privileged and shall not be disclosed to anyone other than a judge or probation officer, unless by order of the court.
 - a) This does not apply to drug testing results, which are public record. Requests for such shall be submitted in writing to the Chief Probation Officer and include details related to dates and specific information requested.

B. Gathering information

1. A release of information signed by a probationer only allows for:
 - a) A probation officer to gain information from an outside source for the purpose of investigation or supervision.

- b) Verbal communication between the probation officer and treatment provider or school official, or other parties necessary for supervision for the purposes of updating the probationer's progress.
- c) A signed release of information signed by a probationer does not supersede the requirement to obtain an order of the court to release information.