

## 04-006 Deputy Daily Worksheet Redacting Juvenile Information

Los Angeles County Sheriff's Department

### FIELD OPERATIONS DIRECTIVE

Field Operations Support Services



#### DEPUTY DAILY WORKSHEETS REDACTING JUVENILE INFORMATION

### PURPOSE

The purpose of this Field Operations Directive is to direct all units who receive a court-ordered subpoena for a Deputy Daily Worksheet, or any other document which supplies juvenile information, to redact all juvenile information with the exception of juvenile information that is directly related to the case in question. All policies, Field Operations Directives, Unit Orders, or any other document previously written which contradicts procedures set forth in this Directive shall be void. Procedures set forth in this Directive shall remain in effect until the Manual of Policy and Procedures is amended and/or this Directive is rescinded.

### BACKGROUND

With the implementation of the new Suspected Child Abuse Report (SCAR) procedures at patrol stations, deputies are documenting their contacts with juveniles in their Mobile Digital Terminal (MDT) logs. This results in the juvenile's name and personal information appearing in the Deputy Daily Worksheet. To ensure that this information is not erroneously released, it is important that it be properly redacted from the Deputy Daily Worksheet or any other requested documentation.

### UNIT'S RESPONSIBILITIES

It is the unit's responsibility to ensure that when responding to a court-ordered subpoena for a Deputy Daily Worksheet or other documentation, the unit thoroughly reviews the document for juvenile information. If juvenile information is present on the document, the juvenile's name and personal information shall be redacted before releasing the document. The only exception to this rule is if the subpoena specifically requests information about a named juvenile(s). In such a case, the juvenile's information shall be provided.

### UNIT COMMANDER RESPONSIBILITIES

Unit Commanders, or their designee(s), shall ensure compliance with this directive.