

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1212

Issued: 03-30-2009

Post until: 04-30-2009

SUBJECT: ADULT FIELD SERVICES BUREAU RECORD SEALING NOTIFICATION PROCEDURES

The State of California Department of Justice (D.O.J.) sends record sealing notification letters to various law enforcement agencies (**Please see attached D.O.J. record sealing notification example**). These letters order all agencies involved with the specified court case entry to remove and destroy such information pursuant to **Penal Code Section 851.8**.

Supervising Deputy Probation Officers (SDPOs) and/or Deputy Probation Officers (DPOs) receiving these D.O.J. record sealing notifications shall:

- **E-mail** a **scanned copy** of the **D.O.J. record sealing notification** to the Custodian of Records (COR) with the **defendant's court case number** and **x-number** to jose.nava@probation.lacounty.gov

Once the COR receives the record sealing notification, a sealing investigation shall be conducted utilizing the respective record bureau data base systems (i.e. - Justice Data Interface Controller (JDIC), Trial Court Information System (TCIS), Consolidated Criminal History Reporting System (CCHRS), etc.). Once the sealing investigation has been concluded, the COR shall:

- Locate and order the probation file from Central Records

Once the defendant's probation file has been obtained, the COR shall:

- Submit a record sealing request via **e-mail** to the Central Records Director; and
- Forward the defendant's probation file to the Central Records Director

Once the Central Records Director receives the defendant's probation file, he or she shall:

- Instruct Central Records Clerical personnel to remove and destroy the subject court entry information in the Adult Probation System (APS) and thereafter discard specified file documents as identified in the D.O.J. record sealing notification

Questions or concerns regarding the Directive content should be directed to the Custodian of Records at (213) 974-9029 and/or Adult Consultant at (562) 940-2525.


Reaver E. Bingham, Deputy Director
Special Services Division

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

BROWN
Attorney General

State of California
DEPARTMENT OF JUSTICE



BUREAU OF CRIMINAL IDENTIFICATION AND INFORMATION
4949 BROADWAY
P.O. BOX 903417
SACRAMENTO, CA 94203-4170
Public: (916) 227-2222
Facsimile: (916) 227-3359
Voice: (916) 227-2346

November

**CO PROBATION DEPT RIO HONDO OFF WHITTIER
8240 SOUTH BROADWAY AVENUE
WHITTIER, CA 90602**

Route to:

EXAMPLE

Subj: Record Sealing Notification

RE:

The Department of Justice records indicate that your agency received a copy of the California state summary criminal history record for the above named subject.

The information previously provided was sealed by court order pursuant to 851.8 of the California Penal Code. Please destroy the attached copy and documents associated with this sealing order.

Should you have any questions regarding this record sealing notification, please contact the Record Sealing Unit at the above address or telephone number.

Sincerely,

Rose V. Boyd

Rose V. Boyd
Criminal Identification Specialist I
Record Sealing Unit

Enclosure

For **BROWN**
Attorney General