

JUVENILE COURT
POLICY/PROCEDURE

RECORDS DEFINITIONS

"Confidential record" means a record which may not be disclosed, except by an appropriate court order, through a statutorily authorized exchange which assures the continuing confidentiality of the record, or by a person exercising a statutorily authorized privilege.

"Continuing Confidentiality" means the requirement that parties designated or approved to receive Juvenile Court information may not further disclose that information unless otherwise specifically authorized by Court Order or Policy or by Statute.

"County department" or **"department"** means the Dane County Human Services Department

"Court" means the branches and Commissioners of the circuit court assigned to exercise jurisdiction under Chapter 48 or 938.

"Juvenile Court file" means the numbered file holding all court materials and documents related to a petition for a child under Juvenile Court jurisdiction

"Juvenile Court record" means, unless otherwise specified by policy, all records under the control of the clerk of courts pursuant to §59.39, any record made pursuant to Juvenile Court order (including, but not limited to, examinations under §48.295 or §938.295, Consent Decrees under §48.32 or §938.32, and court reports under §48.33 or §938.33), and records of intake relating to custody intake under §48.20(3) or §938.20(3) and case intake under §48.24 or §938.24.

"Law Enforcement record" means, unless otherwise specified by court or law enforcement agency policy, any record under the direct control of a law enforcement agency

"Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information relating to a juvenile is recorded or preserved, regardless of physical form or characteristics which has been created or is being kept by an authority, but does not include notes prepared for personal use by the creator of the record, information relating to a juvenile within the exclusive jurisdiction of a court which does not exercise jurisdiction under Chapter 48 or 938, or as otherwise excepted by these policies or by policies of a law enforcement agency or the department of human services.

"Reporters of news" means any person employed by or performing services for an organization regularly disseminating news to the public and seeking from the court information controlled by these policies.

"Social service records" unless otherwise defined by the department are those records, portions thereof, and any other information, including verbal communication (but not including juvenile court records) relating to children/juveniles who have been or are receiving services from or have been or are in the care or custody of the county department, i.e., persons who have requested or received, or who are receiving services, whether directly **from the department** or pursuant to contract or agreement **between the department and** another agency. Social service records also include those records defined by §48.981(1)(e), Stats..