

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 11-03**

**Access to Juvenile Records by Maryland Juvenile Justice Entities**

**WHEREAS**, Administrative Order 02-30 provided authorized personnel of the Criminal Justice Coordinating Council (CJCC) authority to inspect juvenile social records, juvenile case records, and law enforcement records released to it by authorized personnel of the District of Columbia Youth Services Agency (now the Department of Youth Rehabilitation Services), the Metropolitan Police Department, and the Family Court of the Superior Court of the District of Columbia, pursuant to D.C. Code § 16-2332(b)(5), § 16-2331(b)(7), and § 16-2334(a)(2), and copy those records to the integrated justice information system (JUSTIS) for inspection by agencies that are already authorized by law to have access to juvenile records, or that may subsequently be authorized to have access to such information; and

**WHEREAS**, CJCC's JUSTIS, a web-based application, is a centralized source for information that allows authorized registered users to view criminal justice-related information from multiple sources in a read-only format; and

**WHEREAS**, the Maryland Department of Juvenile Services' Dashboard is a web-based application that allows authorized law enforcement and other users to view criminal justice and other information in a read-only format; and

**WHEREAS**, CJCC and the Maryland Department of Juvenile Services ("DJS") deem that JUSTIS and the Dashboard are valuable centralized tools to exchange authorized information among the District's and Maryland's juvenile justice agencies and have agreed to establish an automated electronic exchange interface between said applications; and

**WHEREAS**, the DJS and Maryland law enforcement agencies have a professional interest in the protection, welfare, treatment and rehabilitation of juveniles involved in the Maryland juvenile justice system who also are or were involved in the District of Columbia juvenile justice system;

**NOW, THEREFORE**, it is by the Court,

**ORDERED**, that, upon written agreement between CJCC and DJS to exchange the respective jurisdiction's juvenile information for read-only access by DJS, Maryland's local and state police, the District of Columbia Department of Youth Rehabilitation Services, the Metropolitan Police Department, and Court Social Services, CJCC is authorized to transmit limited information with respect to juveniles involved in the District of Columbia juvenile justice system pursuant to CJCC's JUSTIS policies and procedures to Dashboard for read-only inspection by authorized personnel of DJS and Maryland's local and state police, pursuant to D.C. Code § 16-2331(b)(7), § 16-2332(b)(1)(E), and § 16-2333(b)(3); it is further

**ORDERED**, that the exchange is limited to the following information:

1. Current address;

2. legal status, including probation or commitment status (including dates);
3. offense history, including arrests, convictions, and any adult charges (including dates for each event);
4. court dispositions;
5. parental information, including name, address, and date of birth;
6. photographs;
7. caseworker contact information;
8. juvenile Arrest Numbers;
9. District of Columbia PDID number; and
10. co-Defendant and co-Respondent information, including name, address, and date of birth;

and it is further

**ORDERED**, that the information shall be used only in the discharge of the official duties of the entities given access by this order and shall not be disclosed to any other person or for any other purpose without prior approval of the Superior Court of the District of Columbia.

**SO ORDERED.**

**BY THE COURT**

**Date: March 14, 2011**

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**Lee F. Satterfield**  
**Chief Judge**

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