

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 11-16**

**Access to Juvenile Records by the Maryland Department of Juvenile Services**

**Supersedes Administrative Order 11-03**

**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 (DYRS)), 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) [now at § 16-2332(c)(5)], § 16-2331(b)(7) [now at § 16-2331(c)(5)], 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**, pursuant to Md. Code Ann., Cts. & Jud. Proc. § 3-8A-27(b)(4) (2010 Supp.), the Maryland Department of Juvenile Services (DJS) may provide access to a youth's records by an agency of the District of Columbia so long as (1) the record provides only information that is relevant to the supervision, care, and treatment of the youth, and (2) the agency itself (i) performs the same functions as DJS; (ii) has custody of the child; (iii) will use the records confidentially; and (iv) has a reciprocal agreement with DJS that provides that the specific information to be shared by DJS is the same type of information that will be shared by the agency; 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 Dashboard is a web-based application that allows authorized Maryland human service agencies to view, in a read-only format, information concerning youth that are under the care, custody, and supervision of those entities; and

**WHEREAS**, CJCC and DJS deem that JUSTIS and the Dashboard are valuable centralized tools to exchange necessary 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 State of Maryland and the District of Columbia have a strong interest in the protection, welfare, treatment, and rehabilitation of juveniles simultaneously involved in their respective juvenile justice systems;

**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, DYRS, 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 the Dashboard for read-only inspection by authorized personnel of DJS, pursuant to D.C. Code § 16-2331(c)(5), § 16-2332(c)(5), and § 16-2333(b)(5); 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: September 21, 2011**

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

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