

NEBRASKA COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

OPERATING INSTRUCTION
NUMBER 60-10

August 25, 1995

DISSEMINATION OF INFORMATION FROM JAIL AND JUVENILE ADMISSION/RELEASE RECORDS

PURPOSE: To provide instructions for the dissemination and release of information compiled from the Nebraska adult and juvenile admission and release records submitted to the Crime Commission from all jails, holding facilities, juvenile detention centers and staff-secure facilities.

1. **SCOPE:** Applicable to all staff.
2. **GENERAL:** The Jail Standards Division has established a reporting system in which all jails, holding facilities, juvenile detention centers, and staff-secure facilities in the state provide information concerning all persons admitted and released. Records are used for statistical, report-generation, and monitoring purposes.
3. **POLICY:** Adult admission and/or release information which identifies a particular individual will not be released without prior consent from the appropriate official of the submitting agency. Juvenile admission and/or release information which identifies a particular individual under the age of 18 at the time of admission will not be released unless ordered by a court of competent jurisdiction.
4. **PROCEDURE:**
 - A. Requests for information concerning individual facilities will be treated in the following manner:
 1. Crime Commission staff receiving the request will advise the Chief of the Jail Standards Division of the request.
 2. The decision will be made by the Chief of the Jail Standards Division to either contact the administrator of the concerned facility for permission to release the information or to advise the person requesting the information to contact the facility administrator or other appropriate official.

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- B. Aggregate statistics, summaries, and counts which do not contain personal identifying information such as name or address, or reference a particular jurisdiction, may be released without other approval.

Allen L. Curtis
Executive Director

Revises SM#37 dated September 29, 1981