

Class: CORI/CLETS (Criminal Offender Record Information/California Law Enforcement Telecommunications System)

Instructional time – 4 hours

1. Welcome and Introductions
2. Objectives
  - a. Student will be able to identify the legal requirements related to confidentiality and release of information.
  - b. Student will be able to explain the possible consequences of failing to maintain confidentiality or improperly releasing information about a case.
  - c. Student will be able to identify the difference in the concepts of “Need to Know” and “Right to Know.”
  - d. Student will be able to list the methods for confirming the identity of a person authorized to receive information.
  - e. Student will be able to identify the types of information that can be shared with the public, media, attorneys, law enforcement agencies, and organizations.
  - f. Student will be able to identify the local, state, and national information systems directly accessible to probation officers.
  - g. Student will be able to identify the state laws and policies pertaining to verifying and disseminating telecommunication information.
  - h. Student will be able to identify the time frame an adult court report is available to the public.
  - i. Given a sample scenario in which a duty to inform exists, the student will be able to identify confidential information.
  - j. Student will be able to identify the types of information for which a release must be obtained.
  - k. Student will be able to explain the procedures and limits of authority established by release of information forms.
  - l. Student will be able to explain the different types of information that can be obtained from health and education agencies.
3. Examples of Wrongful Use of Computer Records
4. Computer Access and Computer Systems
5. The Law
6. Confidentiality
7. Background Checks
8. NLETS (National Law Enforcement Telecommunications System)
9. NCIC (National Crime Information Center)
10. CORI (Criminal Offender Record Information)
11. The Need to Know and the Right to Know
12. Release of Information
13. Confidentiality
14. Department Policy
15. Review / Closing / Evaluations