

Template

**Generic RJD Standing Order**

**[Insert Name of organization]**

**[Insert Address of organization]**

**[Insert Telephone Number of organization]**

**[Insert Fax Number of organization]**

SUPERIOR COURT OF THE STATE OF [**insert name of state**]  
COUNTY OF **[insert name of county]**

JUVENILE DIVISION

| On Behalf of:  **[Insert name of organization]**,  Petitioner | )  )  )  )  )  )  )  )  )  ) | BLANKET ORDER RE: RELEASE OF UN-REDACTED POLICE, PROBATION, AND OTHER RELATED REPORTS TO ASSIST **[INSERT NAME OF ORGANIZATION]** RESTORATIVE JUSTICE DIVERSION PROGRAM |
| --- | --- | --- |

The **[insert name of organization]** requests that the Juvenile Court issue a blanket order for the purpose of obtaining confidential information, where necessary, to implement the organization’s restorative justice diversion program. **[Insert name of organization]** will receive referrals from **[insert name of county]** County police departments (including school police departments), the **[insert name of county]** Probation Department, schools throughout **[insert name of county]**, and the **[insert name of county]** County District Attorney’s Office.

Referrals are received for the purpose of bringing the survivor of a crime together with the youth responsible for this crime using one of two restorative justice processes: Circle or Restorative Community Conferencing (RCC). Through these processes, the responsible youth takes responsibility for their actions and has the opportunity to make it right by their survivor; and the survivor has the opportunity to be heard and have their needs met. Studies show that restorative justice practices implemented in other jurisdictions have been successful in reducing recidivism, increasing community safety and survivor satisfaction, and building stronger communities and healthier families.

The Court hereby finds that **[insert name of organization]**’srestorative justice diversion program promotes the best interests of children, including their safety and rehabilitation, by having their needs met by appropriate service providers equipped to make informed decisions about their wellbeing. The Court further finds that the restorative justice diversion program will promote greater survivor satisfaction and finds the need of **[insert name of organization]** to have access to relevant information about minors who are subjects of a probate guardianship, under juvenile court jurisdiction, and/or subjects of police-related investigations, outweighs the need for confidentiality.

It is noted that, given the foregoing, allowing **[insert name of organization]** access to otherwise confidential information is consistent with **[Insert relevant state legal provision, i.e. in California: Welfare and Institutions Codes §827, §827.9, §828, and §830.1, California Rules of Court Rule 5.552 (f),]** and other provisions related to the confidentiality of a minor’s police reports and records.

Good cause therefore exists for the following orders that shall apply to any child who is subject to probate guardianship, or juvenile dependency or delinquency proceedings, and police-related investigations. **IT IS HEREBY ORDERED** that:

1. All **[insert name of county]** County police departments and the **[insert name of county]** County Probation Department are authorized and directed to release any and all police records and probation reports of a minor who is the subject of a **[insert name of county]** County criminal investigation or arrest, or is the subject of probate guardianship, juvenile dependency proceedings, or probation to **[insert name of organization]** for the sole purpose of facilitating restorative processes for that minor.
2. Access to these records includes all relevant information to the incident for which the case has been referred to restorative justice diversion, such as the minor’s and survivor’s contact information, for the sole purpose of setting up the Circle or Conference between all necessary parties and stakeholders.
3. **[Insert name of organization]**’s facilitators may receive photocopies or electronic copies of unredacted police, probation, and other related reports and records. The records obtained may only be used for restorative justice diversion and not for any other purpose. Records received pursuant to this Standing Order shall remain confidential and shall not be duplicated, attached as a file to any other document or disclosed to third parties, other than those that are provided to the Court as part of a probate guardianship, juvenile delinquency, or juvenile dependency matter. Such records shall not be disseminated by **[insert name of organization]** or other receiving agencies to any persons or agencies other than those authorized to receive documents pursuant to this order, and shall be destroyed by the organization/agency at the completion of the Restorative Justice Diversion process or within three (3) years of receipt of the records, whichever comes sooner.
4. In the event of a dispute arising over the provision of documents set forth in the foregoing paragraphs, the parties shall promptly meet and confer to resolve differences regarding the appropriateness of producing the withheld documents. Documents or information that remain in dispute after the meeting shall be submitted to the Presiding Judge of the Juvenile Court or their judicial designee who has jurisdiction over the matter, to determine whether documents in dispute should be produced.
5. For the purpose of determining the rate of recidivism, access to information on offenses which are committed within three calendar years from the time of completion of the restorative justice diversion program, and which result in an arrest, is permitted. However, such information shall not be specifically linked to the identities of the minors involved.

**IT IS FURTHER ORDERED** that a copy of this Standing Order shall be furnished by **[Insert name of organization]** to all referral sources as listed above.

This order shall remain in effect until or unless it is revoked or otherwise amended on the motion of the Presiding Judge of the Juvenile Court or at the request of any interested parties.

DATED: **[insert date]**

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**[Insert name of Presiding Judge]**

Presiding Judge of the Juvenile Court