Update 2012-2: Common Place
Law Enforcement Written Requests

Background
The right of public officials, including law enforcement personnel, to examine public assistance records does not exist if the request is for a purpose not connected with the administration of the public social service programs.

Change
Law enforcement personnel must submit a written request to the office SSPM when requesting review of any client related information. The office SSPM may contact County Counsel if there is anything in the request beyond what we can provide. Written requests allow for determining the scope of the information requested and identifying the law enforcement agency's representative.

Reminder:
If the information is related to a warrant, it needs to come from the head of the law enforcement agency or someone authorized to request it (WIC 10850.3 (b); this information is limited.

[Refer to “Public Officials,” page 44-4].

Supervisors
Supervisors must review this update with their respective staff at their next unit meeting, but no later than February 10, 2012.