

UPDATED – Local Verification Suggestions

We hope these suggestions will address various Legal Help Desk questions we have received regarding local verification searches. As you may remember, the DPS Sealing Notification and the TJJD CINS Notification should both be used as the starting point for the local verification of juvenile candidates who are eligible for sealing. It is also important to keep in mind that TJJD's list of 'potentially eligible records to seal based on CINS offense history' is derived solely from the information submitted by your juvenile probation department through monthly extracts. The TJJD list does not include a cross-county search of each juvenile's offense history.

The local verification search process involves these suggested steps:

1. Check JCMS to determine if the juvenile has CINS OFFENSE history in another JCMS county that would prohibit the folder from being sealed. DPS does not have a record of these CINS offenses.
2. Given the limitations for verifying CINS history, work with your legal counsel or prosecutor to determine due diligence regarding verification of the juvenile's CINS history in non-JCMS counties.
3. Check JCMS to determine if the juvenile has NON-CINS (i.e., jailable misdemeanor/felony) offense history in another JCMS county. You should be able to search JCMS, however, non-CINS offenses in another county should already be referenced in the DPS eligibility notice search and/or a CCH search run locally.
4. Run a CCH criminal history locally to check for any subsequent/recent adult or juvenile arrests in other counties throughout the state. The benefit of running the statewide CCH check is that all counties are included, not just JCMS counties. (Note: The DPS eligibility notice searches capture contact events at the time of eligibility.) A final CCH search ensures that recent/subsequent contact events have been identified that affect eligibility.
5. If other jailable misdemeanor or felony history is discovered (either adult or juvenile) that makes the person's records ineligible for sealing, contact DPS. Keep in mind that DPS does not need to be contacted about CINS offenses.
6. Maintain a running list of juveniles who have been determined to be ineligible for sealing. Note: TJJD will continue to include the juvenile on the CINS list of potentially eligible folders. Maintain a list to note that a juvenile's record is not eligible.
7. If no disqualifying criminal history is discovered, move forward with the sealing process.

Please pass this email on to any staff member who may be responsible for implementing the requirements of this bill.

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