



RELEASE OF INFORMATION

I. POLICY:

Except as authorized or required by law or ordered by the court, records and information maintained by OSPS that have not been disclosed in open court shall not be disclosed unless authorized by the defendant through a signed Release of Information. A defendant shall have access to all information and records about himself or herself maintained by or collected by the pretrial services agency.

II. DEFINITIONS: None.

III. AUTHORITY:

Pretrial Services Act 725 ILCS 185/31

SUPPORTING MATERIALS:

National Association of Pretrial Services Agencies (2020) Standards 4.2(a)(x), 4.6(c)

American Bar Association (2007) Standards 10-1.10

IV. PROCEDURE:

- A. Unless authorized by law or court order, a Release of Information form must be signed and dated by the defendant before OSPS will communicate with external parties.
- B. The signed release will be stored in the defendant's OSPS file.
- C. Pretrial Services Officers shall check any signed release forms on file before disclosing information to ensure that the parties receiving the information are listed on the form and the duration of the release has not lapsed.
- D. Contact information of the defendant, including address, telephone, and email address may be disclosed without a signed release of information form to the Judge, defendant's counsel, state's attorney, circuit clerk or law enforcement personnel.