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February 21, 2020

Kerri Webb
Public Information Officer
Los Angeles County Probation Department
9150 E. Imperial Hwy., Rm. N-54
Downey, CA 90242

Via U.S. Mail and E-mail

Re: Public Records Act Request

Dear Los Angeles County Probation Department:

Pursuant to the California Public Records Act (California Government Code § 6250, *et seq.*), Public Counsel Law Center, Children's Defense Fund-CA, and Youth Justice Coalition are writing to request timely disclosure of the following documents in your office's possession.

Records Requested

Please provide us with copies of the records specified below **for school years 2016-17, 2017-18, 2018-2019 and 2019-20**. Each numbered paragraph should be considered a separate request under the California Public Records Act. For each set of records produced, please identify the paragraph to which the records are intended to respond.

1. The number of probation officers assigned at all school sites in Los Angeles County (including all alternative education settings, independent study programs, and juvenile day reporting centers), and the school sites they are assigned to.
 - a. The number of youth each probation officer supervises at each school (on a given day and over the course of the academic year).
2. The total budget allocated to probation personnel and support at all school sites in Los Angeles County.
3. Any training materials, manuals, protocols, job descriptions and/or other written documents governing the responsibilities and authorities of a probation officer conducting supervision and support in schools.
4. The number of probation violations issued for a school-based incident (including any incidents that occur at a school, or are related to school

attendance, enrollment, or academic performance) to youth, disaggregated by:

- a. Welf. & Inst. Code § 236, 602, 654, 654.2, 725, and 790, or other;
 - b. Underlying penal code that formed basis of probation jurisdiction;
 - c. Underlying reason for probation violation;
 - d. Whether supervised by field or school-based probation officer;
 - e. School of attendance;
 - f. Age/Grade;
 - g. Gender;
 - h. Race/Ethnicity;
 - i. Disability status, including learning disabilities and existence of a Individualized Education Plan;
 - j. Socioeconomic status;
 - k. English Learner status;
 - l. Foster youth/Dependency court involvement; and
 - m. Housing stability status.
5. The number of youth under probation supervision, disaggregated by:
- a. Welf. & Inst. Code § 236, 602, 654, 654.2, 725, and 790, or other;
 - b. Underlying penal code that formed basis of probation jurisdiction;
 - c. Whether supervised by field or school-based probation officer;
 - d. School of attendance;
 - e. Age/Grade;
 - f. Gender;
 - g. Race/Ethnicity;
 - h. Disability status, including learning disabilities and existence of a Individualized Education Plan;
 - i. Socioeconomic status;
 - j. English Learner status,
 - k. Foster youth/Dependency court involvement; and
 - l. Housing stability status.
6. The number of youth under probation custody released from juvenile probation camp and hall facilities.
- a. The number of youth that were referred to a comprehensive high school upon release.
 - b. The number of youth that were referred to an alternative education setting upon release.
 - c. The number of youth that were referred to a juvenile day reporting center school upon release.

All Records

This request for public records encompasses any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. See California Government Code § 6252(e). As used in this request and consistent with the California Public Records Act, "writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. See California Government Code § 6252(g).

Full Disclosure and Specific Explanation

If any records are claimed to be exempt from disclosure, we request that: (1) you exercise your discretion to disclose some or all of the records notwithstanding the exemption; and (2) with respect to records containing both exempt and non-exempt content, you redact the exempt content and disclose the rest, consistent with California Government Code § 6253(a). Additionally, if any records are withheld or redacted, please provide a written response that describes with specificity each and every record that is being withheld or redacted and the claimed reason for exemption under the California Public Records Act, along with supporting legal authority or authorities.

Assistance with Obtaining Records/Clarifying Our Request

If you contend that this request does not reasonably describe identifiable public records, we request that you promptly assist us by eliciting additional information that will clarify my request and more clearly identify the records we are seeking. See California Government Code § 6253.1.

Waiver of Fees and Costs

We request that you waive any copying fees because we are unable to afford such costs and the information requested will be used in the public interest to further the public's understanding of public schools and the local police force. No part of the information obtained will be sold or distributed for profit. If you are unable to waive the copying fees, please inform us of any potential duplication costs exceeding \$50.00 prior to copying.

Electronic Format Preferred

We also request that you provide any public record identified above that exists in the following electronic formats to us in that electronic format, instead of in paper format: PDF format or all Microsoft Office formats,

including Word, Excel, and PowerPoint. See California Government Code § 6253.9.

Response within 10 Days

We look forward to working with you to obtain the public records identified in this revised request and look forward to your response to this request within ten (10) days of receipt of this letter. See California Government Code § 6253(c). Additionally, please provide all records as they become available, rather than waiting to send them together.

Please send all public records responsive to this request to Jose D. Solano Jimenez, either by email at jsolanojimenez@publiccounsel.org or mail to:

Public Counsel
ATTN: Jose D. Solano Jimenez
610 S. Ardmore Ave.
Los Angeles, CA 90005

If you have any questions, please do not hesitate to contact Jose at (213) 385-2977 x 238. Thank you in advance for your timely response.

Sincerely,

A handwritten signature in cursive script that reads "Ruth S. Cusick".

Ruth S. Cusick
Senior Staff Attorney
Public Counsel