



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE PROBATION COMMISSION
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE AVENUE, ROOM 864
LOS ANGELES, CA 90012**



Thursday, October 10, 2019

10:00 AM

Present: 1st Vice President Jan Levine, Commissioner Swartz, Commissioner Herbon, Commissioner Seaver, Commissioner Butler, Commissioner Kaplan, Commissioner Shutan, Commissioner Meredith, Commissioner Caster, Commissioner Mitchell, Chief Deputy Sheila Mitchell, Deputy Director Luis Dominguez, Deputy Director Howard Wong, Jessica Ayala, and Genesis Cervantes.

Attachment: [Audio Transcript](#)

I. ADMINISTRATIVE MATTERS

Commission 1st Vice President Jan Levine welcomed all and called the meeting to order at 10:00 A.M. Vice President Levine informed the Commissioners and all present that the meeting was being recorded and asked that all identify themselves prior to making any statements.

1. Excused Absences: Commissioner Gardner, Commissioner Yamashiro, Commissioner Hoover, and Commissioner Martinez-Sonoqui
2. Roll Call

II. APPROVAL OF MINUTES

Motion to approve April 11, 2019 meeting minutes was accepted.

III. PROBATION DEPARTMENT

4. **Provide Report and Data on the Probation Officer Reserve Program.**

Tabled until October 24, 2019 meeting.

Action Item(s): No action items requested.

Commissioners

Joe Gardner-President,

Hon. Jan Levine (Ret.)-1st Vice President, Hon. Betsy Butler (Ret.), – 2nd Vice President, Donald Meredith-Sergeant at Arms, Daniel Seaver, Azael Martinez-Sonoqui, Cyn Yamashiro, Esq., Jacqueline Caster, Esq, Jo Kaplan Esq, Olivia E. Mitchell, Peter Shutan, Rev. Zachary Hoover

5. **Provide information on K-9 drug searches of youth under supervision of the Probation Department.**

Deputy Director Howard Wong provided an overview of the K-9-unit program. The Probation Department (Probation or Department) contracts K-9 services that conduct two to three unannounced passive searches a provides a month report. These searches include living quarters, schools, court houses, fencing and recreation areas, and other areas accessible to the youth. Youth specific searches are only conducted if there is probable cause. The Department has three K-9 internal dogs (dogs) that are assigned to the Adult Services and plans to onboard two more. The internal K-9 units are utilized in camps/halls when the contractor is unavailable to conduct searches.

The Commission inquired about the protocol and consequences for youth found with drugs, the use of drones, and if dogs could be left on sight.

Probation reported that when drugs are found on youth it is reported to the Court and the drugs are surrendered to the Sheriff's Department. Drugs are often found in common areas and therefore, it's unknown who it belongs to. Several facilities have a "No Contact" visit policy due to the high volume of contraband discovered; not all facilities are equipped with cameras. Frequently found items are marijuana, vape pens, and prescription medications; drugs are more prevalent in the halls/camps now more than ever.

The Commission expressed concerns regarding the content of orientation packets provided to the youth and their parents and would like the packets revised for their review. The Department estimates the packets to be revised in approximately three months.

Speaker(s): Luis Dominguez, Probation Deputy Director,
Howard Wong, Probation Deputy Director

Action Item(s): Probation to provide Commission with revised youth/parent orientation packets prior to finalization. Sub-committee (Kaplan, Shutan, Swartz, and Mitchell) to review revised packets.

Probation to provide Commission with percentages of frequency contraband is found and contactor reports.

Probation to provide the Commission with answers to the following questions:

- Why is the staff not searched by K-9?
- What is the frequency of substantiated contraband on staff?
- Internal Affairs report on number of staff disciplined for contraband?
- Can the Department onboard a neutral observer (possibly Public Defender at facilities) during K-9 searches?

- Are kids informed in the orientation packet of K-9 searches?

IV. GENERAL PUBLIC COMMENTS

6. **Opportunity for members of the public to address the Commission on items of interest within the subject matter of the Commission. Three (3) minutes are allowed, per person, on each agenda and non-agenda item with a total of 15 minutes for public comments unless the Commission sets alternative limits or other allocations of time.**

No public comments were received.

V. BUSINESS CONTINUED FROM PREVIOUS MEETING

7. **Report back from sub-committee regarding list of top priorities for the Probation Oversight Commission.**

List of top priorities for Probation Oversight Commission handouts distributed. The Commission will provide the Board of Supervisors with cover letter and recommendations attached.

Action Item(s): Commission to draft cover letter - Commission President Joe Gardner to submit to the Board of Supervisors on behalf of the Commission.

8. **Report from ad hoc subcommittee established to review Probation Department's emergency and disaster preparedness consisting of Commissioner Shutan and Commissioner Meredith.**

Sub-committee to provide report to Commission regarding status of Probation Department's emergency and disaster preparedness once allowed. Item will remain on the agenda.

The Probation Commission will receive, exchange, distribute information, conduct discussion and take possible action relevant to Items 6, 7 and 8

VI. COMMISSIONER REPORTS AND UPDATES

9. **Continued discussion of August 13, 2019 Board Motion drafted by Supervisors RidleyThomas and Kuehl – "Restructuring the Juvenile Justice System: Building a HealthFocused Model" and our participation in Youth Justice Work Group to be co-convened by the Chief Executive Officer and the Executive Director of the Office of Diversion and Re-Entry.**

Commissioner Gardner submitted names of participants, no response received.

10. **Report regarding action taken by the Board of Supervisors on October 1, 2019 – Item 16 and Motion titled “Implementing an Enhanced Structure for Probation Oversight.”**

County Counsel advised the Commission on next steps to authorize Probation Oversight Commission to take over and the sunsetting of the current Commission.

Speaker(s): County Council, Lynette Wolfson

Action Item(s): Commission agreed to continue business as usual.

The Probation Commission will receive, exchange, distribute information, conduct discussion and take possible action relevant to Items 9 and 10.

VII. ANNOUNCEMENTS

11. **Inspection reports for Halls and Camps must be completed and submitted to the Chair by November 14th**
12. **Annual election of officers will take place on January 9th, 2020.**
13. **Next Probation Commission meeting will be held Thursday, October 24, 2019 at 10:00 A.M. in Room 864 at the Hall of Administration**

VIII. ADJOURNMENT

The meeting was adjourned.