

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: D-1435

Issued: 07/02/2020

Post until: 08/02/2020

SUBJECT: PUBLIC INFORMATION/MEDIA RELATIONS-EMPLOYEE RESPONSIBILITIES

This Directive is to clarify Probation Department Policy Manual Section 8 regarding Public Information/Media Relations as it relates to employee responsibilities. It is the policy of the Probation Department to carry out, within the guidelines set by the Board of Supervisors, a planned program to disseminate information to news media that is accurate in accordance of the law. It is also the responsibility of staff not to release confidential information to those entities not authorized by law to receive it. Therefore, this Directive is issued to assist staff in understanding their responsibilities as it relates to dissemination of information to the news media.

DESCRIPTION OF THE TERM MEDIA AS USED IN THIS DIRECTIVE

- The term "media" includes but is not limited to:
 - o The Press
 - o Newspapers
 - o Magazines
 - o Journals (Professional and/or Academic)
 - o Radio
 - o Television and/or Cable Television
 - o Book Publishers
 - o Internet/Intranet and/or E-mail
 - o Movie Industry Representatives

Our Department receives requests for various types of information and records, including juvenile and adult criminal offender record information, which is considered confidential and shall not be released to the media. Other types of public information/media requests are outlined below:

- **Case Specific** requests relate to a particular individual, adult probationer, juvenile, specific incident (pending or closed), confidential information, etc.
- **Non-Case Specific** requests relate to other inquiries including but not limited to:
 - o General Comments on criminal justice system or justice system issues
 - o Comments on operations and/or policies of the Department.

CASE SPECIFIC PUBLIC INFORMATION/MEDIA RELATIONS REQUESTS

- **Employees shall not make any public comments on case specific inquiries by media:**
 - Employees shall refer case-specific inquiries to the office/facility head.
- **Office/Facility Head Should:**
 - Notify Public Information Officer (PIO) of public information/media requests including requests for office/facility visits.
 - Report all matters with public information implications and/or public information/media requests to the Office of the Public Information Officer.

NON-CASE SPECIFIC PUBLIC INFORMATION/MEDIA RELATIONS REQUESTS

There are a number of topics that are of interest to the public regarding crime and the criminal justice system. As a result, the Department may receive media inquiries that are not specific to a case. These types of inquiries may be an effort to obtain information from individuals with a degree of subject knowledge.

- **Employee Reminder:**
 - Refer media requests to the Public Information Officer (PIO).
 - Criminal Offender Record Information (CORI) is confidential and should not be disclosed without compliance with governing laws.
- **Office/Facility Head Should:**
 - Notify Public Information Officer (PIO) of public information/media requests including requests for office/facility visits.
 - Report all matters with public information implications and/or public information/media requests to the Office of the Public Information Officer.
- **Public Information Officer Should:**
 - Notify Bureau Chief of public information/media requests including requests for office/facility visits.

If you have questions, please contact the Media Line at (310) 761-3977 or the Public Information Officer at (310) 761-3941.


Ray Leyva
Interim Chief Probation Officer