

PROBATION DEPARTMENT DIRECTIVE

No.: 1510

Issued: 03/04/2024

Post Until: 04/04/2024

SUBJECT: PUBLIC INFORMATION/MEDIA RELATIONS - STAFF MEMBERS' RESPONSIBILITIES

This Directive replaces Directive 1435, issued 07/02/2020.

This Directive is to update the Probation Department Policy Manual Section on Public Information/Media Relations as it relates to staff members' responsibilities. Staff members are full and part-time employees, sworn officers, non-sworn employees, volunteers, contractors, and student interns. 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 with the law. It is also the responsibility of staff members not to release confidential information to those entities not authorized by law to receive it. Therefore, this Directive is issued to assist staff members in understanding their responsibilities as it relates to the 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:
 - The Press
 - Newspapers
 - Magazines
 - Journals (Professional and/or Academic)
 - Radio
 - Television and/or Cable Television
 - Book Publishers
 - Internet/Intranet and/or E-mail
 - Movie Industry Representatives

The 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:
 - General Comments on the criminal justice system or justice system issues
 - Comments on operations and/or policies of the Department.

CASE-SPECIFIC PUBLIC INFORMATION/MEDIA RELATIONS REQUESTS

- Staff members shall not make any public comments on case-specific inquiries by media:
 - Staff members shall refer case-specific inquiries to the office/facility head.
- Office/Facility Head Should:
 - Notify the 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.

- **Staff Member Reminder:**
 - Refer the 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 the 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 the Bureau Chief of public information/media requests, including requests for office/facility visits.

If you have questions, please contact the Probation Media Email at:

prob-news@probation.lacounty.gov or contact the Public Information Officer at:

(562) 315-3388

The Directive will be located on Prob-Net (Probation Notices & Directives (sharepoint.com) – PUBLIC INFORMATION/MEDIA RELATIONS-EMPLOYEE RESPONSIBILITIES). Questions or concerns regarding this Directive shall be directed to Probation Media.



Guillermo Viera Rosa
Chief Probation Officer

3/4/224

Date