



*Ernie D. Baca, Sheriff*

*County of Los Angeles*  
**Sheriff's Department Headquarters**

*4700 Ramona Boulevard  
Monterey Park, California 91754-2169*



March 13, 2014

Priyah Kaul  
c/o Professor Margo Schlanger  
University of Michigan Law School  
910 Legal Research Building  
625 South State Street  
Ann Arbor, Michigan 48109

Dear Ms. Kaul:

This letter is in response to your request for records under the Freedom of Information Act and California Public Records Act dated February 14, 2014, and received by the Los Angeles County Sheriff's Department Discovery Unit on February 18, 2014. Please be advised that the Sheriff's Department is responding under the California Public Records Act.

In your request you are seeking the following:

1. Any current inmate handbook or manual (including any inmate orientation handbook or manual), system-wide or institution-specific.

**Response:** Enclosed is "A Guide Through Custody, Los Angeles County Jail," for the Los Angeles County Sheriff's Department.

2. All current inmate grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.
  - o By "**grievance**," we mean any grievance or complaint, whether formal or informal, whatever the subject matter.

**Response:** Enclosed and listed below are the responsive documents yielded by a search of our Department's electronic Custody Division Manual database relating to the above mentioned policies: 5-12/000.00 Inmate Requests for Service and Complaints (Non-Medical/Non-Mental Health); 5-12/000.05 Medical and Mental Health Inmate Complaints and Requests for Service; and 5-12/030.00 Inmate Requests.

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3. Any records, created or updated from 2003 to the present, tallying or reporting:
- o The number of grievances filed and resolved each year.
  - o The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and "sensitive" complaints such as those involving allegations of staff misconduct)
  - o Grievance outcomes or resolutions each year, by subject matter category and year.
  - o Statistics or data on length of time to resolve grievances, by subject matter category and year.
    - We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.

**Response:** Enclosed is the number of inmate grievances filed and the resolution within the Los Angeles County Sheriff's Department custody facilities.

4. Any current policy for inmate mail or correspondence, including regular and legal mail, inmate receipt of newspapers, magazines, newsletters, and books.

**Response:** Enclosed and listed below are the responsive documents yielded by a search of our Department's electronic Custody Division Manual database relating to the above mentioned policies: 5-03/190.20 Requirements of the Incoming Mail Inspection Officer; and 5-06/070.00 Receiving Personal Correspondence.

In accordance with Government Code § 54985, the cost for reproduction of these records is \$0.75 per order and \$0.03 per page for a total of \$1.53. Please make your check payable to LASD and mail it to: Risk Management Bureau – Discovery Unit at 4900 S. Eastern Avenue, Commerce, California 90040.

If you have any questions, please contact Pam Vanover of the Discovery Unit at (323) 890-5000.

Sincerely,

JOHN L. SCOTT, SHERIFF



Scott W. Gage, Lieutenant  
Risk Management Bureau