



Community Corrections

County of Yolo

PROBATION DEPARTMENT

PROBATION OFFICES
2780 East Gibson Road
Woodland CA 95776
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JUVENILE DETENTION
2880 East Gibson Road
Woodland CA 95776
(530) 406-5300
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Dan Fruchtenicht
Chief Probation Officer

YOLO COUNTY PROBATION DEPARTMENT GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. (Cal. Govt. Code § 6250) In the exercise of that right, the public may request, inspect and copy public records maintained by state and local government agencies, including the Yolo County Probation Department (YCPD). It is the policy of the YCPD to provide information to the public that illuminates its operations and also to protect against disclosure of confidential information and other information that is exempt from disclosure by applicable laws.

GUIDELINES

Directing Your Request

Any member of the public may access unrestricted YCPD records by submitting a request for the record sought and paying any associated fees (Government Code § 6253). Written requests are encouraged. When requests are made orally, the YCPD may confirm the request in writing to ensure it has correctly understood the request.

To best ensure that record requests are properly tracked and timely processed, requests should be submitted to the YCPD's public email, probation@yolocounty.org. Directing requests to that email address will make it easier for the YCPD to track and process requests, which will result in a quicker response.

Requests for information and records may also be mailed, made by appearing in person during regular office hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays) or by telephoning the YCPD. The YCPD contact information is:

Yolo County Probation Department – Public Records Act Request
2780 Gibson Road, Woodland, CA 95776
(530) 406-5320
probation@yolocounty.org

Public Record Defined

“Public Record” include any writing containing information relating to the conduct of the public's business prepared, owned, used or maintained by the YCPD. Writings include information recorded or stored on paper, computers, email, or audio or visual tapes.

Identifying Public Records

In order to help the YCPD provide records promptly, requesters should provide specific information about the record they seek. When a record cannot be identified by name, the requester should attempt to be as specific as possible in describing the record, based on its content. If known, requesters should indicate the office, unit, branch or section of the YCPD that created and maintains the record.

When a request is not sufficiently specific, YCPD staff will help the requester to identify the record, describe how the records are maintained or their physical location, and provide suggestions on how to overcome practical basis for denying access to the record.

Inspection of Public Records

Public records maintained by the YCPD shall be available for inspection during the YCPD's regular business hours. Members of the public are not required to give notice in order to inspect public records at YCPD offices during normal working hours. However, if the request requires the retrieval, review or redaction of records, involves a large quantity of records, or would impede staff's ability to perform the YCPD's business if immediately performed, a mutually agreeable time may be scheduled for inspection of the records. Requests for Statements of Economic Interests, Public Records Guidelines, and YCPD publications usually can be provided quickly. Requests for other records may take more time because the records must be located, reviewed for exempt information and copied.

In order to prevent records from being lost, damaged or destroyed during an inspection, YCPD staff may determine the location of, and may monitor, the inspection.

Processing Requests for Copies of Public Records

When a copy of a record is requested, and the record cannot be produced immediately, the YCPD will determine within 10 days from receipt of the request whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the YCPD and shall promptly notify the requester of its determination and the reasons for the determination. The initial 10-day period may be extended for up to an additional 14 days if the YCPD needs to:

- Search for and collect the requested record from field offices.
- Search for, collect and/or examine voluminous records.
- Consult with other divisions or agencies that have a substantial interest in the determination of the request.

Whenever possible, the YCPD will provide records at the time the determination is made to disclose them. If immediate disclosure is not possible, the YCPD will provide an estimated date when the records will be available, and will provide the access to public records as soon as possible.

Copying Fees

The YCPD may charge the direct cost of duplication when it provides copies of records to the public (25 cents per page), including the direct cost of producing a copy of a record in an electronic format, and any postage costs. The direct cost of duplication includes the expense of the duplicating equipment and the staff (salary/benefits) required to make a copy of the record. Direct cost of duplication does not include staff time to research, retrieve, redact or mail the record. When the YCPD must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, the YCPD may require the requester to bear the full costs, not just the direct cost of duplication.

Exemptions

The YCPD will provide access to all public records upon request unless the law provides an exemption from disclosure. Examples of records exempt from mandatory disclosure under the California Public Records Act include:

- Juvenile records
- Probation files
- Most personnel records
- Investigative records
- Drafts
- Privileged attorney-client communications
- Records prepared in connection with criminal proceedings/litigation
- Information that may be kept confidential pursuant to other state or federal statutes.

In most circumstances, when the YCPD removes or redacts exempt information from the record, it will disclose the remainder of the record.

Identification of Requesters

YCPD personnel shall not demand that persons requesting to inspect records provide their identification, or the reasons for wanting to inspect records. However, if records are to be picked up or mailed to a requester, relevant identifying information must be provided. Persons wishing to enter secured parts of YCPD buildings must comply with the YCPD's security protocol, including providing identification.

Relevant Statutes

California Constitution, Article I, Section 3, subdivision (b) and the California Public Records Act (Government Code Sections 6250-6276.48) govern access to public records of California state and local government agencies.

Additional Information

A copy of these guidelines shall be posted in a conspicuous public place at the offices of the YCPD. A copy shall be made available free of charge upon request by any member of the public.