

It's Your Right to Know:

A Research Guide on Juvenile Justice in California

April 2003



**A Joint Project of the DataCenter's Criminal Justice Program & Youth Strategy
Project and Books not Bars**

About the DataCenter

The DataCenter is the oldest and largest progressive organization in the country dedicated to serving both the immediate and long-term research and information strategy needs of the multi-issue justice community. We conduct customized research and training for organizations across the country. Our information activists have expertise in community organizing, youth organizing, research, web technology, competitive intelligence, and library and information science. Each year, we help hundreds of community organizers, media activists and public policy advocates nationwide make informed, strategic decisions and mount effective campaigns.

To contact the DataCenter for research support, call (510) 835-4692, or email datacenter@datacenter.org.

About Books not Bars

Books Not Bars fights against the over-incarceration of young people in California, especially young people of color. Books Not Bars aims to move government policies away from punishment and toward opportunity as the best strategy to uplift youth and make our communities safer. We engage in grassroots mobilizing, media advocacy, public education, direct action, and cultural performance.

Our work is guided by 3 goals, what we call the new “3R’s.” We want to: Reallocate public resources away from incarceration toward education and opportunities for youth; Remove the profit motive from the criminal justice system; and Restore our communities through rehabilitation and restorative justice, not revenge.

Books Not Bars is a project of the Ella Baker Center for Human Rights. To contact Books Not Bars, call 510-433-9887, email us at bnb@ellabakercenter.org, or look us up on the web at www.booksnotbars.org

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It's Your Right to Know

A Research Guide on California Criminal Justice

Over the last twenty-five years the State of California has instituted one of the largest criminal justice crackdowns on young people in the country. This targeted assault on youth and communities of color has ripped apart families and destroyed lives. During this period, prison spending in California grew by 794% while higher education spending increased by only 296%¹. This unprecedented attack has been intensified by initiatives like Proposition 21, the so-called “Juvenile Crime Initiative,” that allows courts to try juveniles as adults and expands the definition of a “gang,” and Proposition 184 (Cali’s infamous “Three Strikes” law) that counts many juvenile offenses as “strikes.”

Knowing where to get the facts about this system of injustice is a first step in exposing and confronting that injustice. Being able to access and use information in campaigns is often the difference between knowing that a proposed law or new regulation is wrong and being able to demonstrate to others *why* it’s wrong and should be defeated. This takes accurate and timely information. The Data Center has been providing this type of information to organizations for years.

Together with Books Not Bars we have created this guide to help organizations identify the crucial links between government institutions, politicians, and corporate interests that work together to maintain a criminal justice system that targets and incarcerates our youth at an alarming rate.

About This Guide

We’ve created this research guide for youth and criminal justice activists, organizers, and advocates in California to use to quickly find criminal justice information sources, including juvenile justice information and statistics. This guide is organized by research topic and contains listings of California government agencies on the state, county, and municipal level that have information on everything from juvenile arrest and incarceration rates to information about local civilian police review boards. Organizers will be able to reference criminal and juvenile justice facts by going straight to the departments and officials who have the data they need. This guide will be especially useful for youth groups doing research on local and state police forces and corrections, or investigating the demographics of who’s being targeted for arrests and imprisonment. The guide will also be useful for groups who are looking into which corporations and individuals are helping to fund the Prison Industrial Complex.

We have tried our best to detail how to access records both online and offline. We have provided contact information (other than a web address) for all statewide agencies and departments. Since contact information for county and municipal agencies will vary across counties and cities we do not attempt to provide a complete listing of contacts. To find local phone numbers and addresses you can do a quick Internet search or you can scan your phone book’s governmental listings section.

¹ Phinney, David. “College or Prisons? The Options Pose a Stark Contrast,” www.abcnews.com. July 1999

Now, more than ever youth and criminal justice activists need access to information. This guide is designed to help address that need. We hope you find it useful and easy to use. If, however, you run into stumbling blocks, have questions, or are unable to find the information you need please feel free to contact the DataCenter at (510) 835-4692 or email us at datacenter@datacenter.org. You can also check out our website, www.datacenter.org, which has web-based research resources for a variety of political issues (like welfare reform, education, environmental justice, and corporate accountability—in addition to our “Criminal Justice and Prisons” section).

Investigating The Police

Most young people encounter the criminal justice system for the first time with police (otherwise known as the 5-0, the heat, pigs, po-po, etc., etc). Police are responsible for patrolling the streets and arresting people they suspect have broken the law. When police arrest people, they write reports and decide what crimes to charge. These charges and reports heavily influence what happens from the moment of arrest until the case is decided. This heavy influence, plus the ever growing number of police brutality cases in communities of color, make it crucial that we acquire skills that will help us keep police accountable, protect our civil rights, and fight back against police brutality.

There are many different police agencies including state troopers, Sheriffs (county), municipal, college and city police—all operating on different levels with different functions. In this section we will focus our attention on city level police departments. Below you will find a short list of *Frequently Asked Questions*. We list useful government agencies and departments that can help you answer common questions about your local police officers or department.

Police Misconduct

Q: How can I get a background check/discipline record on a police officer?

Police Internal Affairs Office: You will have to file a public record request with the Internal Affairs Office of your local police department. The Internal Affairs office's primary responsibility is to receive, record, and gather statistics and to investigate all complaints (that are filed) made by the public relating to police misconduct.

Note: This Office only investigates complaints that are filed with the city. This means that neither their statistics nor an officer's disciplinary record are completely accurate measures of the actual number of occurrences of police misconduct but it is the only "official" record of misconduct and therefore it can be useful to get your hands on this.

Q: Is there a Civilian Review Board in my town?

City Manger: Local Civilian Review Boards are usually housed under the City Manager. The City Attorney's Office acts as counsel to the Civilian Review Board so you can check with them also to see if a Civilian Review Board exists in your city.

Q: What are the statistics of how many complaints are investigated?

Civilian Review Board/Internal Affairs Office: The CRB keeps statistics on all cases that come through them. You must file a public record request to them. The IAO collaborates with the CRB and would be a second option if you have no CRB in your town.

Q: How much money has the city paid out in settlements for police abuse and misconduct cases?

City Attorney Office: The City Attorney's Office acts as the lawyer for the city, including the mayor, police, and other city agencies. This office is charged with keeping track of the total

money paid out in settlement cases. You can sometimes get this information right off their web site. If not, you'll have to file a public records request.

Police Funding

Q: What is the budget of my city police department?

City Budget: The police department's annual budget is part of the city's annual budget. The City Manger's Office produces the budget document. For most cities in California, these budgets are available on the city's homepage.

Q: How much do cops make?

Police Human Resources: This office manages the hiring and career information of the police department.

General Questions

Q: How many police are in my town?

Police Public Relations Department: This office handles all public affairs (information, reports, etc.) on the police department and media relations.

Q: How many POC (People of Color) are there on my police force as opposed to white officers?

Public Relation Office: Same as above

Prison Expansion

During the 1990's California embarked on the largest prison build-up in the country. Not only were more prison facilities built during this time, but also other systems of incarceration and control outside of prison grew. For example, California has seen a continual expansion of juvenile halls, the presence of police on public school campuses, and the use of electric monitoring and home supervision to control people on probation. Government agencies are required to document most of these programs along with conventional prison expansion efforts. Below you'll find some useful government sources for getting information on prison expansion issues. The sources are organized by jurisdiction with the relevant public records listed in a checklist format.

Prison Expansion

National Sources

***Bureau of Justice Statistics: Sourcebook of Criminal Justice Statistics**

Provides the best yearly analysis of federal, state and local criminal justice data. Includes information on criminal justice programs, projects, trends, and funding.

www.albany.edu/sourcebook

- Lists criminal justice agencies and employees, criminal justice expenditures, workload of agency personnel, and state-by-state statutory information.
- Has information on arrestees by age, sex, race, and geographic area

Federal Bureau of Prisons, Office of Research and Evaluation: Quick Facts

Has useful data about who's locked up in federal prison (race, age, gender) what they're there for, how many facilities there are, the security system, etc...

www.bop.gov/fact0598.html

- Lists of federal prison facilities and inmate location information
- Data on federal prison populations
- Issues reports on federal criminal procedure

State Sources

***California Department of Corrections**

The California Department of Corrections has annual budget information for new and on going prison construction, CDC master plan information, inmate population figures and proposed new prison construction at the state level. The Department also maintains records on prison maintenance, extension plans, and related information.

www.cdc.state.ca.us

- Annual CDC budget
- CDC master plan
- Inmate population figures and projections
- Maintenance and expansion plans

*** California Legislative Analysis Office**

Includes budget analysis of criminal justice agencies in state government and forecasts the “need” for new prison construction projects. Makes recommendations about prison closures as well.

www.lao.ca.gov

- Prison construction/ reduction budget analysis

*** California Board of Corrections**

The Board has what’s called a Facility Construction Projects Contacts List (in the “Directories” section on their web site). This list is a rundown of California correctional construction projects in counties and municipalities in the state complete with contact e-mails. The Board also has a Facilities Construction section under their “Facilities” section on the web site. Both are very useful.

www.bdcorr.ca.gov

- Facility Construction Projects Contacts List
- Facilities Construction “Frequently Asked Questions

*** California Youth Authority**

This Office issues population management and facilities master plan reports that project youth inmate populations and institutional capacities. This is where you’ll find early plans for new youth prisons or shifts in facility priorities.

www.cya.ca.gov

- Population Management and Facilities Master Plan

*** California Department of Financial Institutions**

The Department of Financial Institutions has a breakdown of all public safety related funding in the state budget including overviews of internal department and agency budgets.

www.dfi.ca.gov

- Internal criminal justice department budgets including prison construction costs

County Sources

*** Office of the Board of Supervisors**

Clerk Offices for County Boards of Supervisors will have copies of county budgets that include outlays for all public safety related items. This usually includes spending on county jails, and juvenile justice detention centers, camps, probation programs and other expenditures.

- County public safety budgets

*** County Probation Offices**

These offices will have breakdowns of caseload data, supervision and intake statistics. They also should have copies of their own budgets, along with any electric monitoring, home supervision and juvenile related tracking systems.

- Probation caseload data, intake statistics
- Electric monitoring and home supervision population numbers

*** County Sheriff Departments**

Usually will have information on county jails (locations, visiting procedures, wardens) Some county sheriff web- sites will also have one sided information about any plans to build new jails or convert old buildings into jails.

- New jail and youth facility construction project information

Municipal Sources

*** City Clerk/ City Manager Office**

Not all cities have their own jail systems. But if a city does, maintenance, closure and expansion plans will be in the city budget which you can sometimes get at the City Clerks office.

- City Budgets

Who's Getting Locked Up?: Criminal Justice Demographics

The biggest scandal of the California criminal justice system is the huge racial and class disparities in who gets harassed, arrested, prosecuted, and convicted in the state. Add to that the increased attacks aimed at poor and working women and youth of color and it's clear why organizers need to keep an eye on who's getting locked up and for what. These demographic sources will help in that task.

Who's Getting Locked Up?

National Sources

*** Bureau of Justice Statistics**

Official Department of Justice Statistics about prison population, crime rates, and court statistics. Searchable!

www.ojp.usdoj.gov/bjs

- Has data on federal, state, and local law enforcement stats.
- Collects reports on state and local incarceration in prisons, and jails
- Has information on federal, state, and local courts

***National Criminal Justice Reference Service**

Provides comprehensive national criminal justice data on a number of different issues. An arm of the US Department of Justice.

www.ncjrs.org

- Provides detailed information on local, and state law enforcement
- Records state police traffic stop information
- Has information on international criminal justice issues

***Bureau of Justice Statistics: Sourcebook of Criminal Justice Statistics**

Provides the best yearly analysis of federal, state and local criminal justice data. Includes information on criminal justice programs, projects, trends and funding.

www.albany.edu/sourcebook

- Has information on federal and state parolee and inmate demographics
- Federal state and municipal analysis of court systems and procedure
- Drug arrest information by state broken down by race, gender, and age
- Victimization and perpetrator data

***Federal Bureau of Investigation: Uniform Crime Reports**

The most comprehensive annual statistic breakdown of crime in the U.S. Includes racial, age, nationality data sets.

www.fbi.gov/ucr/ucr.htm

- Rawest criminal justice data sets broken down by race, age, etc...
- State criminal trends

***Drug Enforcement Agency: State Fact Sheets**

These are great information sources for doing quick data checks on drug arrest and conviction rates, and finding out different aspects of drug war enforcement in your state.

www.usdoj.gov/dea/pubs/state_factsheets.html

- Reviews federal drug operations in states
- Provides information about federal anti-drug programs and projects
- Produces state fact sheets on drug abuse rates, arrests, and seizures

***Bureau of Citizenship and Immigration Services: Immigration Statistics**

This site has some information about immigrants in the Federal Penal system, as well as data on asylum seekers, deportations and migration data from different countries.

www.immigration.gov/graphics/index.htm

- Has data on immigration rates, broken down by category (asylum, HB1 visas, refugees)
- Has information on legal, and administrative rules around immigration issues

State Sources

*** Office of the Attorney General**

The Attorney General's Office in the California Department of Justice has racial, gender, and age breakdowns of the state prison population, state arrest and conviction rates and of state and county parolee populations.

<http://caag.state.ca.us/>

- Arrest and conviction rates by race, gender, age
- County and state parolee populations by age, race, gender
- State prison populations by age, race, gender

*** California Board of Corrections**

The California Board of Corrections has population information on county jails and correctional camps for youth.

www.bdcorr.ca.gov

- County Jail population figures
- Correctional camp youth populations

*** California Department of Corrections**

The California Department of Corrections has inmate population reports and "offender" information. It has breakdowns of inmates under CDC control by gender, race, and geography. A great place to start when looking for general stats on California's inmate population.

www.corr.ca.gov

- Population Reports
- Inmate data (race, region, gender)
- Data on populations in specific institutions

*** California Youth Authority**

The CYA has racial, gender, and age breakdowns of all of their facilities. They also have a research arm (the Ward information and Parole Research Bureau) that does population projections by gender and age.

www.cya.ca.gov

- Race, gender, age breakdowns of all state facilities
- Youth detention, incarceration projections

County Sources

*** County Sheriff Departments**

County Sheriff's departments usually have population information about who's in their jails. They report this information to the state. It might be easier to get it on the state level due to the limited research and resource capacities of many counties.

- County Jail population figures

*** County Superior Courts**

These courts have files for criminal and civil matters. Basic demographic information is available in these files.

- Criminal and civil court files

Municipal Sources

*** City police departments**

City police departments keep arrest records that include age, race, and gender information. These records can be difficult to obtain. If you need them be prepared to file a Public Records Request with the agency who has the information you need.

- City arrest records

Budgets & Campaign Contributions

Following the money trail usually means getting your hands on one of the many public records kept here in the state of California. We will focus here on two main types of public information: criminal justice department budgets and campaign contributions to elected officials from the prison industry or pro-incarceration forces or other pro-incarceration politicians.

Below you will find a summary of different types of public records criminal justice activists can use to obtain information related to criminal justice funding, both direct and indirect.

Criminal Justice Budgets

An agency's budget can reveal a lot of information about its size, current priorities, and future plans. A common question for criminal justice activists to ask is how much of the city or county budget is spent on law enforcement? The easiest way to answer this question is to get access to and review your local city or county budget. Remember that most public agency budgets are public records. Getting access to budgets can be a relatively easy process that requires nothing more than a visit to your city or county head offices (sometimes cities and counties make their proposed and adopted budgets available online).

Some law enforcement agencies put their annual budgets online too (as is the case for the Oakland Police Department) but it's the city and county who are required by law to keep these records. And remember, you can always access these records in hard copy by filing a public records request with the appropriate agency (see appendix for sample California Public Records Request).

Useful Department Budgets:

- ✓ Police Department
- ✓ Sheriff Department
- ✓ Probation Department
- ✓ California Youth Authority
- ✓ Department of Corrections

City and County Budgets

Description: Prepared annually. Detailed summary of receipts and expenditures for city or county governments (except those exempted by charter). The budget will contain detailed financial summaries by budget unit or fund title, sources of revenues, capital expenditures, operating expenditures, the mission, goals, objectives, past accomplishments, and future plans of each agency or department. Information on the maintenance, closure, and expansion plans of a city's jail system will be in the city budget also. If you're planning on comparing budgets between different cities or counties be prepared to deal with widely different formats.

- City budgets are kept by City Clerk and the Auditor-Controller
- County budgets are kept by the Auditor-Controller

Department Budgets

Description: Prepared annually. Detailed summary of receipts and expenditures for specific agencies or departments. The budget will contain detailed financial summaries by budget unit or fund title, sources of revenues, capital expenditures, operating expenditures, the mission, goals, objectives, past accomplishments, and future plans of the agency or department.

- Department budgets should be made available by the agency or department, sometimes available online

Campaign Contributions

Campaign Contributions are a good way to find out who is funding and supporting your elected political officials. While reporting of campaign contributions are relatively standard across jurisdictions, depending on what type of official you're interested in, campaign disclosure records are kept by different offices so you have to know where to go. Below you will find useful sources for accessing campaign disclosure records for various types of political officials:

Of City Officials...

*** City Clerk**

Campaign Disclosure Statements—Records of money raised and spent by city-level candidates, political committees, and committees supporting local ballot initiatives. Audits of these campaign disclosure statements are conducted by the Franchise Tax Board and are also filed with the City Clerk's office.

Of County Officials...

*** County Clerk**

Campaign Disclosure Statements---Records of money raised and spent by all candidates for office, their controlled committees, and committees supporting county-wide ballot initiatives. Audits of these campaign disclosure statements are conducted by the Franchise Tax Board and are also filed with the County Clerk's office.

Of State and Federal Officials...

*** Center for Responsive Politics**

Open Secrets is the website of the Center for Responsive Politics. The site can be searched by name of congress member, by issue, zip code, or keyword (for example, company name). You can also access total state campaign contribution information. To get a representative's personal finances (including stock ownership), scroll down to the "find a politician" box and enter their name, when their campaign data pulls up you can click on "personal finances" on the left side of the page to be taken to PDF's of their personal finance disclosure forms.

www.opensecrets.org

*** Follow the Money**

Follow the Money is the website of the National Institute on Money in State Politics. The site contains a public database on campaign contributions at the state election level (not federal offices). You can search across states and by issue for contributors as well as by candidate.

www.followthemoney.org

*** Secretary of State**

1500 11th St. Sacramento, CA 95814

General Information: (916) 653-6814

You can search Cal-Access (California Automated Lobbying and Campaign Contribution & Expenditure Search System), maintained by the Secretary of State, at <http://cal-access.ss.ca.gov/>.

www.ss.ca.gov

More Criminal Justice Research Resources

Non-Governmental Sources

The Sentencing Project

www.sentencingproject.org

The American Civil Liberties Union

www.aclu.org

Prison Legal News

www.prisonlegalnews.org

Prison Activist Resource Center

www.prisonactivist.org

Cecil Greek's Criminal Justice Links

www.fsu.edu/~crimdo/prison.html

Criminal Justice Institute

www.cji-inc.com

Critical Resistance

www.criticalresistance.org

Schools not Jails

www.schoolsnotjails.com

Building Blocks for Youth

www.buildingblocksforyouth.org

Center on Juvenile & Criminal Justice

www.cjcj.org

Appendix

SAMPLE PUBLIC RECORDS REQUEST

March 28, 2002

← **Date it!** This is important because they have 10 days to respond to you.

Information Systems Division
California Department of Corrections
P.O. Box 942883
Sacramento, CA 94283-0001

← **Address it!** Write their address and to whom you're giving the 411.

To whom it may concern,

↘ **Call them out!** Name the government agency that you are requesting the 411 from.

I am writing to request the following in the possession of the California Department of Corrections, pursuant to the California Public Records Act (Government Code Section 6250-6260):

- The number of adults in California state prisons who list Los Angeles County as their place of residence and the race breakdown of that number
- The number of adults in California state prisons who list the city of Los Angeles as their place of residence and the race breakdown of that number
- The number of adults on parole who list Los Angeles County as their place of residence and the race breakdown of that number
- The number of adults on parole who list the city of Los Angeles as their place of residence and the race breakdown of that number

← **List it out!** Be specific about what you want but not too specific. Don't give them a reason to say no, because the information is there. You just have to word it right to get to it.

If anything in this request is unclear, please don't hesitate to call at (510)835-4692. As you are aware, the California Public Records Act gives you 10 days in which to fulfill the request, or detail, in writing, your reasons for denying the request. I would like to request a waiver of fees for copies and postage. I am more than happy to pick up the document at your office or you may fax it to (510) 835-3017. You may also send the information to:

← **Give them your 411.** Don't forget to give them your contact info!

Charisse Domingo
DataCenter
1904 Franklin St., Suite 900
Oakland, CA 94612

↘ **Show them you know the law.** Show them you that they have 10 days to get it to you and there's a possible covv fee.

Thank you in advance for your timely reply.

Charisse Domingo
DataCenter

TIPS ON FILING PUBLIC RECORDS REQUESTS

Ever run into a brick wall when you ask decision-makers for information and they say “Yeah, I’ll get it to you” or “No, you can’t have that information.” Give them a FOIA! The Freedom of Information Act can be a tool that can get decision-makers to give you the information you need and shifts the burden on them to provide you with the information, not on you to keep running after it.

- **Freedom of Information Act**, aka FOIA, was first passed by the U.S. Congress in 1966. It applies only to federal agencies (i.e. Defense Department or U.S. Postal Service), and forces them to organize and release certain records. Requests, always made in writing (see example letters), must also be responded to in writing and in a timely manner (usually 10 working days). You typically pay for the copies and postage. All rejections must be explained in writing, citing the legal exemption. Sometimes this law can be hard to enforce without getting attorneys to help out.
- **California Public Records Act** is the California version of FOIA. This covers most other non-federal agencies in the state, including school boards, city governments, and the cops. The law operates almost exactly the same as FOIA, and it is easier to enforce, though still difficult.

A few things to keep in mind when making a public information request:

- ✓ **Cite as many applicable public information laws as possible.** Many cities and most states have enacted a version of the federal Freedom of Information Act. Be sure to cite the law with jurisdiction over the agency of interest. For example, cite federal law when contacting the U.S. Department of Justice, but state law when contacting the state department of corrections. To find out the law in your state or city, contact the Governor’s and Mayor’s offices.
- ✓ **Legal language is good, but don’t over do it.** The request should sound professional and knowledgeable. Too much improperly used legal jargon is difficult to understand, and won’t help.
- ✓ **Be specific in your request.** Try not to ask for broad categories of information. Bad example: “I would like documents about welfare to work.” Better example: “I would like documents detailing the number of San Francisco TANF recipients removed from eligibility at the end of their work term since January 2000.”
- ✓ **Never take “No” as a first answer.** Think about why they denied your request, then reframe the question. Maybe you are not being specific enough. Maybe you are being too specific. Maybe you have not been clear.
- ✓ **Don’t blame the clerical worker.** People requesting public documents often get mistreated by the office workers in charge of releasing the documents. Keep in mind the context: Our right-to-know is underfunded. Public officials NEVER personally handle public information requests. They hand it over to clerical staff who usually have too much to do already for too little pay.

- ✓ **Don't let them confuse you.** Sometimes public employees will use jargon that confuses or misdirects your request. Be clear and insistent on what information you are looking for.
- ✓ **When all else fails, call an attorney!** The American Civil Liberties Union or the National Lawyer's Guild in your city or state are good places to go for help. If government officials suspect that you have no power to sue, they will often ignore your request. Once an attorney is involved – even if you just c.c. her on the information request – then officials act more cautiously. Also consider contacting a sympathetic local official to put pressure on the agency or see if you have a Public Ethic's Commission that will put on some heat.
- ✓ **You can always contact the DataCenter for help.** (800) 735-3741 x376 or datacenter@datacenter.org.

Glossary of Government Agencies & Departments

Attorney General: (state) The attorney general is the top lawyer for the state of California. The Attorney general's office is part of the California Department of Justice. The Attorney General is in charge of representing California in civil cases and some criminal matters. The AG also helps local district attorneys and police with investigations when necessary, operates statewide drug enforcement operations, and generates and compiles data on criminal justice matters on the state and county level.

Auditor-Controller: (city and county) Auditor-controllers are the money monitors for city and county governments. The auditor monitors accounting systems, conducts regular audits, documents fiscal transactions, computes tax rates, and corrects tax rolls. The controller approves payments and issues checks for goods and services purchased, issues the payroll, handles accounts receivable, and estimates revenue for the budget of city or county offices, schools, agencies, and special districts. Sometimes there are two separate offices, but it is usually combined into a single office within the Department of Finance.

California Board of Corrections: (state) The California Board of Corrections governs the maintenance and operations of local jails and juvenile halls. The board inspects local correctional facilities for compliance with state law, gives technical and financial assistance to counties for jail construction.

California Department of Corrections: (state) The California Department of Corrections operates all state prisons, oversees community correctional facilities, and supervises all parolees during the re-entry process.

California Department of Finance: (state) The California Department of Finance prepares the states annual financial plan and advises the Governor's office on the annual budget and fiscal policy.

California Legislative Analysis Office: (state) The Legislative Analysis Office reviews the annual budget and makes recommendations about spending priorities, waste and pork- barrel spending.

California Youth Authority: (state) CYA is like the statewide prison system for youth. There are 11 CYA facilities in California. At these facilities, The CYA is supposed to be responsible for overseeing training and treatment. Once youth are released, the CYA is supposed to supervise work release, community and victim restoration for juveniles. CYA coordinates youth crime prevention programs.

City Attorney: (city) The city attorney is the lawyer and advisor for all city government departments. The city attorney drafts laws and legal documents and represents they city in all legal actions.

City Clerk: (city) The city clerk is the record keeper and secretary for the city council. The city clerk keeps records of all city council activities, city-owned property transactions, city elections, financial records, franchises, and ordinances. The clerk also administers oaths of office, provides administrative and personnel services to the city council, provides background research and documents to council members. Sometimes the clerk is elected, but usually the position is appointed.

City Manager: (city) The City Manager is the operations officer for the city. The City Manager's main duties include: to advise, inform, and recommend actions to the mayor and city council.

Civilian Police Review Board: (city) A civilian police review board is a city agency separate from the police department that takes complaints about police. It is not required that every city have a civilian police review board, and many cities do not have them. The power of a civilian police review board varies from city to city, but usually, a police review board has the power to review complaints of misconduct by police officers, conduct fact-finding investigations and make advisory reports to either the City Manager or the police chief.

County Clerk: (county) Collects and maintains county legal records and documents. Duties of the County Clerk vary from county to county. In many counties it is typical for the County Clerk to be combined with the Recorder's office.

District Attorney: (county) District attorneys are the lawyers for the county that prosecute criminal cases. When a person is arrested, the district attorney decides whether the person will face criminal charges and what the charges will be. The district attorney also presents evidence in court against criminal defendants and advocates for the sentence that the district attorney thinks the criminal defendant should receive. For juveniles in California, district attorneys also have the power to automatically transfer a juvenile to adult court for certain crimes.

Internal Affairs: (city) Internal affairs is part of the police department. It is the office in the police department that responds to complaints about police and reviews internal management issues. IA receives and investigates complaints about officers, other department personnel, and police practices. IA interviews witnesses, makes findings, and prepares case summaries. Sometimes IA offices also maintain complaint statistics, recommend risk management practices, and coordinate cases with the staff from the city's civilian police review board.

Police Department: (city) The police are supposed to fight crime. The police are responsible for enforcement of laws, investigative services, traffic enforcement, and issuing, controlling and revoking of certain types of business permits. In some cities, the department ALSO handles animal control, property storage, evidence collection and analysis, statistical reporting, abandoned vehicle abatement, crime analysis, street crossing guards, and K-9 dogs.

Probation Department/Office: (county) The probation department is in charge of supervising people who have been sentenced and placed on probation. People on probation have to follow certain rules that the judge gives them (like participating in a drug program or being home every night after 6 PM) and stay within county limits until their probation is over. Probation officers manage probation cases, including keeping in contact with people on probation and administering court ordered conditions of release.

Public Affairs: (city) Public Affairs is a city office that usually handles communication between the city and the media and/or the public. The public affairs office may publicize events and provide information to media outlets, police staff or other city agencies. They also respond to queries from groups, organizations, and individuals.

Sheriff Department: (county) The Sheriff's Department runs the county jail and polices the parts of the county that are not inside any city boundaries. Sheriffs also transport prisoners to and from the jail, serve papers in civil lawsuits, provide courtroom bailiffs and marshals, assist other public safety agencies in the county, and provide services to the superior court. The department may also issue certain licenses and permits. All counties must elect a sheriff. Some counties combine the offices of sheriff and coroner.

Superior Court: (county) The county superior court is the court where most lawsuits and criminal cases are filed. In California, superior courts have the authority to hear most criminal, civil, family, and probate (will) cases. They also maintain court records of their proceedings.

California Juvenile Justice System Map:

What Happens At Each Stage



