



COC Initial Letter

**COUNTY OF LOS ANGELES  
SHERIFF CIVILIAN OVERSIGHT COMMISSION**

World Trade Center  
350 South Figueroa Street, Suite 288, Los Angeles California 90071

Brian K. Williams  
*Executive Director*

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December 23, 2019

**To:** Lt.  
Los Angeles County Sheriff Department (LASD)

**From:** Ingrid Williams  
Sheriff Civilian Oversight Commission (COC)

**REQUEST FOR POLICY AND/OR INFORMATION:**

Requesting advanced notification of the time, date and location of the L.A. County Sheriff's Department Media Open Houses. The Department hosts a monthly Media Open House and streams live video on Facebook.

Also, requesting to be included in any mass distribution of press statements or media releases that are sent to local and/or national media outlets and/or reporters.

And, requesting a calendar of past and future Town Hall Meetings hosted by Sheriff Alex Villanueva.

**REASON FOR REQUEST:**

The COC would like this information to increase awareness of public information and community engagement.

**WHEN SPECIFIC INFORMATION IS NEEDED:**

Please forward notifications that include the time, date and location of each month's open house as soon as available to the contact person listed below.

**CONTACT PERSON:**

Feel free to contact Jennifer Osborn at \_\_\_\_\_ should you have any questions regarding the request. Please CC Ingrid Williams at \_\_\_\_\_ on all correspondence.

**Department Response**

**From:**

**Sent:** Friday, January 10, 2020 12:48 PM

**To:** IWilliams

**Subject:** Request for Policy and/or information

Hello Ms. Williams,

My name is Lieutenant \_\_\_\_\_ of the Audit and Accountability Bureau. Regarding your request on December 23, 2019, for the following:

- Advanced notification of the time, date and location of the L.A. County Sheriff's Department Media Open Houses, and
- Inclusion in any mass distribution of press statements or media releases that are sent to local and/or national media outlets and/or reporters, and
- Request for calendar of past and future Town Hall Meetings hosted by Sheriff Alex Villanueva

The Department will begin notifying the COC of Media Open Houses, include the COC in distribution of press statements or media releases, and provide the COC with past dates of Town Hall Meetings. The dates of future Town Hall Meetings is pending future discussions with Undersheriff Murakami.

If you have any questions, don't hesitate to contact me.

Respectfully,

Lieutenant  
Audit and Accountability Bureau