December 17, 2021

Ms. Barbara Romero

Director and General Manager LA Sanitation and Environment (LASAN)

1149 S. Broadway Los Angeles, CA 90015

Dear Ms. Romero,

Pursuant to the California Public Records Act (Cal. Gov't Code Secs. 6250 through 6276.48), Human Rights Watch (HRW) makes this request to LASAN for data and documents pertaining to the Livability Services Division (LSD). To gain the most comprehensive understanding of the Divisions’ practices, we are seeking several pieces of data/documents pertaining to cleanings.

We request the following data:

1. Data on all CARE+ cleanings/engagements between 10/1/2019 and the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format. We request the following data on each cleaning/engagement:
   1. Authorization number
   2. Date
   3. Council district
   4. Address
   5. Cross-street
   6. Time spent
   7. Number of staff
   8. Data of outcome of cleanings/engagements including amount of material removed, amount of hazardous or bio-waste removed, amount of property taken to storage (e.g. The Bin), number of RVs/vehicles towed, number of tents/living structures processed/removed.
   9. Data on outreach including number of people subject to outreach for services and assistance and type of services, and number of people actually receiving services and/or housing.
   10. Division
   11. LAPD call sign
   12. LAPD deployment (yes/no) (e.g. was LAPD present)
   13. Inter-agency referral
   14. Additional team involved (e.g. ABH, OHS, etc.)
   15. Documentation of any person arrested in connection with the cleaning, including the arrest charge
   16. Environmental Conditions Assessments and Collection Reports

LASAN

1. Data on all CARE cleanings/engagements between 10/1/2019 and the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format. We request the following data on each cleaning/engagement:
   1. Date
   2. Council district
   3. Address
   4. Cross-street
   5. Time spent
   6. Number of staff
   7. Data of outcome of cleanings/engagements including amount of material removed, amount of hazardous or bio-waste removed, amounts of physical items taken to storage, number of RVs/vehicles towed, number of tents/living structures processed/removed.
   8. LAPD call sign
   9. Documentation of any person arrested in connection with the cleaning, including the arrest charge.
2. Data on all Operation Healthy Streets cleanings/engagements between 1/1/2012 and the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format. We request the following data on each cleaning/engagement:
   1. Date
   2. Address
   3. Cross-street
   4. Time spent
   5. Number of staff
   6. Data of outcome of cleanings/engagements including amount of material removed, amount of hazardous or bio-waste removed, amounts of physical items taken to storage, number of RVs/vehicles towed, number of tents/living structures processed/removed.
   7. Data on outreach including number of people subject to outreach for services and assistance and type of services, and number of people actually receiving services and/or housing.
   8. LAPD call sign
   9. Documentation of any person arrested in connection with the cleaning, including the arrest charge.
3. Data on all Special Enforcement Cleaning Zone (SECZ) cleanings/engagements between 4/1/2018 and the date this request is fulfilled. We request this data in a machine-readable, flat file format (e.g. csv file) or in the original format. We request the following data on each cleaning/engagement:
   1. Date
   2. Address
   3. Cross-street
   4. Time spent
   5. Number of staff
   6. Data of outcome of cleanings/engagements including amount of material removed, amount of hazardous or bio-waste removed, amounts of physical items taken to storage, number of RVs/vehicles towed, number of tents/living structures processed/removed.
   7. Data on outreach including number of people subject to outreach for services and assistance and type of services, and number of people actually receiving services and/or housing.
   8. LAPD call sign
   9. Documentation of any person arrested in connection with the cleaning, including the arrest charge.
4. Shapefiles for all Operation Healthy Streets zones, Focused Service Zones (FSZ), A Bridge Home Special Enforcement Cleaning Zones (ABH SECZs), Los Angeles Municipal Code section 41.18 zones, and any other regular cleaning zones. If shapefiles are not available, maps of each zone.
5. Current schedule/calendar for cleanings for each Operation Healthy Streets, Focused Service, Los Angeles Municipal Code section 41.18 enforcement zones, and A Bridge Home Special Enforcement Cleaning Zone.
6. All protocols, rules, regulations, directives, guidelines and trainings, including but not limited to PowerPoint presentations, handouts, manuals, or lectures, for LASAN employees and contractors concerning the conduct of each of the following programs:
   1. CARE+
   2. CARE
   3. Operation Healthy Streets
   4. Special Enforcement Cleaning Zones
   5. Los Angeles Municipal Code section 41.18 implementation
7. For fiscal years 2019, 2020, and 2021, the total budget and expenditure amounts for each of the following programs, including any disaggregated line-item amounts:
   1. CARE+
   2. CARE
   3. Operation Healthy Streets
   4. Special Enforcement Cleaning Zones
   5. Los Angeles Municipal Code section 41.18 implementation
8. Data on cleaning operations for each of the following dates and locations, including all communications in any format related to those locations and to the cleaning operations:
   1. Naomi Street, between 16th and 17th Streets, in Los Angeles on August 18, 2021
   2. 6th Street near Towne Street, in Los Angeles on September 23, 2021
   3. Cedros Avenue, between Calvert Street and Bessemer Street in Van Nuys on September 2, 2021
   4. Hampton Drive, between Rose Avenue and Sunset Avenue, in Venice on September 16, 2021
   5. E. 31st Street, between Main Street and Broadway, in Los Angeles on October 19, 2021

Specifically, we request data including the outcome of cleanings/engagements including amount of material removed, amount of hazardous or bio-waste removed, amounts of physical items taken to storage, number of RVs/vehicles towed, number of tents/living structures processed/removed and data on outreach including number of people subject to outreach for services and assistance and type of services, and number of people actually receiving services and/or housing.

1. Data on all activities related to implementation of Los Angeles Municipal Code section 41.18, from the date of its passage until the date this request is fulfilled, including
   1. As to each cleaning:
      1. Date
      2. Address
      3. Cross-street
      4. Time spent
      5. Number of staff
      6. Data of outcome of cleanings/engagements including amount of material removed, amount of hazardous or bio-waste removed, amounts of physical items taken to storage, number of RVs/vehicles towed, number of tents/living structures processed/removed.
      7. Data on outreach including number of people provided services and assistance and type of services provided.
      8. LAPD call sign
      9. Documentation of any person arrested in connection with the cleaning, including the arrest charge.
   2. As to each resolution introduced by any city councilmember for subsections (c) (1) through (4) and (d) and the site that is subject of that resolution:
      1. Findings and documentation required by the ordinance
      2. Encampment Assessment Form (EAF), and all documents used to generate the EAF
      3. All communications between LASAN and Unified Homeless Response Center (UHRC), Los Angeles Homeless Services Agency (LAHSA), the designated “engagement lead” and/or any city council office
      4. Street engagement and hygiene plan
      5. Final action report
      6. All reports detailing Sanitation Outreach, including results of that outreach
      7. Notification of additional cleaning from LAHSA
2. All documents related to LASAN’s participation in the Administrative Citation Enforcement Program (ACE), including:
   1. All protocols, rules, regulations, directives, guidelines and trainings (including draft documents), including but not limited to PowerPoint presentations, handouts, manuals, or lectures, for LASAN employees and contractors concerning the implementation of ACE.
   2. For each citation issued:
      1. Location (address and lat/long)
      2. Date
      3. Area ID and name
      4. Reporting district
      5. Age of person cited
      6. Gender of person cited
      7. Descent (race) of person cited
      8. Homeless status of person cited
      9. Charge group code and description for each violation alleged

As provided in the open records law, Sec. 6253(c), I will expect your initial response within ten (10) business days.

Should the LASAN determine that some portion of the documents requested contain exempt material, we request that the LASAN release those portions of the records that are not exempt. In addition, please provide the applicable statutory exemption and explain why it applies. We also request that you provide us with the documents in electronic format.

Please do have the CPRA staff call or email me to discuss any questions they may have.

Thank you and we look forward to your response.

Sincerely,

Brian Root

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CC: Thomas R. Burke, Davis Wright Tremaine LLP