

## Communication from Public

**Name:** Christina (EAA member/LAPD Civilian Employee)

**Date Submitted:** 05/17/2025 01:11 AM

**Council File No:** 25-0600

**Comments for Public Posting:** I serve as a Principal Clerk Police in the Los Angeles Police Department's Records and Identification Division, within the Report Services Section – Outside Agencies. I supervise five civilian employees who handle high-volume, high-impact records requests that are essential to court proceedings, public safety, interagency collaboration, and legal compliance. Four of my staff manage requests, for copies of LAPD crime reports, from outside agencies, including background checks for firearms registrations and permits, workers' compensation cases, and reports requested by other City departments, to name a few of many. We also fulfill time-sensitive requests from the Department of Children and Family Services, the DMV, the City Attorney's Office, and other agencies. These reports are critical to hearings, and investigations. The fifth employee I supervise handles a completely separate process: processing community member requests for arrest summaries, clearance letters, and detention letters. These requests are individual in nature, requiring research of a person's criminal record and precise documentation. They are not part of a standardized or automated system and require discretion, accuracy, and expertise. Our section also provides mail services for the entire LAPD. One Administrative Clerk is assigned to the mailroom full-time, but when mail volume increases, the rest of my team is required to assist. This adds another layer of responsibility and training on top of their already demanding workloads. Until the department finalizes its automation plan, this same administrative clerk files jail custody cards and release from custody reports. In addition to supervision, I am actively training staff on several new and evolving systems: • PremierOne (LAPD's new records management system developed by Motorola), • CLIPS (used for accessing Department of Justice data), • and a newly introduced multi-system access tool, likely named Paragrin, which helps retrieve data across platforms. I also facilitate improvements in our physical filing system and regularly coach staff to prevent misfilings, which can delay time-sensitive report fulfillment. I personally manage and triage dozens of inquiries through our section's general inbox each day—many of which require in-depth knowledge of not just my section's responsibilities, but also those of other divisions, so they can be properly routed and resolved. Additionally, our section

fields 300 to 500 calls each month, a large portion of which are public inquiries that were never meant to reach us. Due to the department's outdated phone system, these calls are frequently misrouted to my team. I have escalated this issue multiple times, but it remains unresolved—further straining our already limited resources. Even at full staffing, we struggle to meet legal and procedural deadlines. Some outside agencies have been waiting over a year for reports they've requested. Civilian positions like mine and those on my team are essential. If they are eliminated or shifted to sworn personnel, the results will be catastrophic. While sworn personnel may have access to some of the same systems, the true challenge lies in the process. Each request must be individually reviewed to determine whether the requester is eligible to receive it—this requires knowledge of privacy laws, exemptions, and LAPD policy. The sheer volume of requests is already overwhelming for our current staff. Specialized processes—such as those for arrest summaries, detention letters, and clearance letters—are not handled through automated systems, and are not typically within the scope of sworn personnel. In fact, only one Senior Administrative Clerk in the entire department processes these types of requests. Similarly, only one other Senior Administrative Clerk, in our section, is responsible for processing court orders to seal arrest records. These functions are specialized, and require years of institutional knowledge. Yet our division has been systematically under-resourced, and civilian staff have been taken advantage of and overburdened for far too long. Since August 2024, I've also taken on oversight of the department's records retention program. A Senior Administrative Clerk—who has handled this liaison role with the City Clerk and General Services for years—remains in the position, and I have repeatedly stated that she is working out of class. This role was previously filled by a Principal Clerk Police. In effect, I am now carrying the duties of two principal-level roles, while still managing my team and the day-to-day operations of our section. I am capable. I am already doing the work. But if these civilian positions are cut or stretched any further, the department's ability to serve the courts, our law enforcement partners, and the public will fail—not hypothetically, but operationally. The systems may still exist, but the knowledge, processes, and positions that make them function will not.

## Communication from Public

**Name:** Kevin Dolan

**Date Submitted:** 05/17/2025 06:03 AM

**Council File No:** 25-0600

**Comments for Public Posting:** The proposed budget cut to LA Animal Services will have devastating consequences. Closing 3 shelters and eliminating 60+ staff puts de thousands of animals — and entire communities - at risk.