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September 29, 2017

Via First Class Mail

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RE: Conditions at Residential Facilities During And After Hurricane Harvey

To Whom It May Concern:

Pursuant to the Texas Public Information Act,¹ the NAACP Legal Defense and Educational Fund, Inc. (LDF) requests copies of the following documents relating to administrative practices, policies, and regulations in place at residential facilities operated by or under contract with the Jefferson County Community Supervision and Corrections Department (JCCSCD), the Jefferson County Juvenile Probation Department (JCJPD), or the Jefferson County Sheriff's Office (JCSO), including, but not limited to, the Minnie Rogers Juvenile Justice Center, the Jefferson County Women's Center, and the Jefferson County Correctional Facility, from August 2017 to present:

¹ TEXAS GOV'T CODE §§ 552.001-552.353 (2017).



1. All documents, including emails, announcements, and memoranda, describing, referring to, or containing information concerning the risk presented by Hurricane Harvey, especially the risk of harm to residents.²
2. All documents, including operations memoranda, program statements, policies, records, emails, and announcements, describing, referring to, or containing information related to the maintenance of resident health and safety, including, but not limited to, the provision of food and medication, during (a) Hurricane Harvey, and (b) all instances of severe heat, loss of power, flooding, and other emergency situations.
3. All documents, including operations memoranda, program statements, policies, records, emails, and announcements, describing, referring to, or containing information related to the evacuation of residents and staff during power outages, flooding, or other physical damages to infrastructure.
4. All documents, including operations memoranda, program statements, policies, records, emails, and announcements, describing, referring to, or containing information related to the early release of residents during or after Hurricane Harvey.
5. All documents, including operations memoranda, program statements, policies, records, emails, and announcements, describing, referring to, or containing information related to emergency procedures or practices undertaken during (a) Hurricane Harvey, and (b) all instances of severe heat, loss of power, flooding, and other emergency situations.
6. All documents, including policies, records, memos, emails, and announcements, describing, referring to, or containing information related to disciplinary or restricted housing procedures adopted and imposed on residents during or after Hurricane Harvey.
7. All documents, including logs, records, letters, and emails, describing, referring to, or containing information related to resident complaints filed against other residents and staff during or after Hurricane Harvey.
8. All documents, including policies, records, memos, emails, and announcements, describing how officials ensured that residents had full access to the grievance filing process (a) during and after Hurricane Harvey, and (b) during natural disasters, severe heat, loss of power, flooding, damage to physical infrastructure, and other emergency situations.
9. All contracts, agreements or memorandums of understanding with private non-profit or for-profit companies for the management, care or support of residents or facilities in place during and after Hurricane Harvey.

² The term “residents” includes all inmates and detainees housed in facilities operated by or under contract with the JCCSCD, JCJPD, or JCSO.



LDF seeks your prompt response, preferably no later than 20 business days after receipt of this request. TEXAS GOV'T CODE § 552.221 (2017). Please provide the documents in an electronic format, and all data and statistical information in a format that is searchable and analyzable, such as a txt. or .csv file or an excel spreadsheet.

If the JCCSCD, JCJPD, or JCSO provides photocopies of any records, then LDF respectfully requests a waiver of copying and other fees, because it is a 501(c)(3) non-profit organization, does not seek the records for a commercial purpose, and disclosure of the records is in the public interest as it will contribute significantly to the public's understanding of both the conditions inside the facilities and the treatment of the individuals residing in the facilities since Hurricane Harvey made landfall. If the JCCSCD, JCJPD, or JCSO declines LDF's request for a waiver, and if the processing fee exceeds \$40, please provide LDF with an invoice detailing additional reasonable standard charges prior to fulfilling this request.

If it is your position that responsive records exist, but those records or portions of those records are exempt from disclosure, please identify the records that are being withheld and state the basis for the denial for each record being withheld. Please also provide the nonexempt portions of the records.

Thank you for your prompt attention to this matter. Please do not hesitate to contact Sam Spital at 212-965-2205 or Todd A. Cox at 202-216-5562 with any questions or concerns.

Sincerely yours,

Sam Spital
Director of Litigation

Todd A. Cox
Director of Policy