October 27, 2015

Sheriff Leon Lott
Sheriff of Richland County
5623 Two Notch Road
Columbia, SC 29223

RE: Freedom of Information Act Request regarding law enforcement custody of juveniles for school-based incidents and police placed in schools

Dear Sheriff Lott:

This letter constitutes a formal request under the South Carolina Freedom of Information Act, S.C. Code § 30-4-30, by the American Civil Liberties Union of South Carolina (ACLU) for public records relating to the detainment of juveniles in the Greenville juvenile detention center.

"Public record" includes all books, papers, maps, photographs, cards, tapes (both audio and visual, vhs, dvd or cd), recordings, or other documentary materials or electronic materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. S.C. Code § 30-4-20(c). We seek public records containing the following:

1. List of incidents when a juvenile was taken into custody by officers of your department on the premises of a public school from August 1, 2010 until December 2014. (No identifying information need be released.)
   For each such juvenile indicate:
   a.) Name of the school
   b.) Date taken into custody
   c.) Age
   d.) Race
e.) Gender
f.) Disability status (if known)
g.) Most serious offense charged
h.) Whether the juvenile was taken to secure detention or released

2. Any agreements, contracts, memorandum, or other written documents which memorialize the terms under which any your officers are placed in public schools which were signed or otherwise agreed to from August 1, 2010 until the present date.

3. Documentation of all training required by your department from August 1, 2010 until the present for officers to qualify to serve as law enforcement officers in a public school setting.

4. List any complaints of excessive force against any of your officers arising from incidents which took place in a public school from August 1, 2010 until the present.

5. Copy of any and all screening tools/ risk assessment instruments used to screen youth prior to placing in secure detention.

Consistent with the Freedom of Information Act, we request a response to this request within 15 working days of receipt. All data that are stored in an electronic format should be provided on a CD-ROM or other electronic format where available.

The ACLU requests a waiver of all fees pursuant to S.C. Code, § 30-4-30 because such a waiver is in the public interest. The ACLU is a non-profit tax-exempt organization dedicated to the protection of civil liberties and constitutional rights of all people. The ACLU serves an important public education function, regularly disseminating information of interest to the public through newsletters, news briefings, right-to-know brochures, and other public education materials. If you challenge our entitlement to a waiver of fees, and if incurred fees will exceed $100.00, please contact me before the charges are incurred.

If you determine that some portions of the requested records are exempt from disclosure, we will expect that you provide us with any reasonable severable portion of the records sought, and an explanation for any applicable exemptions. Please furnish all applicable records to the following address:

Susan Dunn
ACLU of South Carolina
P.O Box 20998
Charleston, SC 29413
sdunn@aclusc.org
Thank you for your prompt attention to this matter. Do not hesitate to call me at (843) 720-1425 with any questions about this request.

Sincerely,

[Signature]

Susan Dunn
Legal Director