



**RAY LEYVA**

Interim Chief Probation Officer

# **COUNTY OF LOS ANGELES PROBATION DEPARTMENT**

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242  
(562) 940-2596



## **LOS ANGELES COUNTY PROBATION DEPARTMENT AGREEMENT TO MAINTAIN CONFIDENTIALITY DURING DISTANT LEARNING PROGRAMMING FOR YOUTH IN PROBATION FACILITIES**

As the Los Angeles County Probation Department (Probation) expands capacity to accommodate distant learning programming via voice and video technologies, efforts must be maintained to ensure that youth participants rights to privacy and any confidential non-public records are secured. These safeguards are aligned with the Federal Educational Rights and Privacy Act (FERPA), Welfare and Institutions Code 827, Board of Supervisors Policy 6.101 "Use of County Information Assets", and Probation policy regarding the confidentiality of criminal offender record information (CORI).

As a contractor/partner working in a distant learning program with youth participants currently in-custody at a Los Angeles County Juvenile Probation Facility, I understand and agree:

- That I shall ensure compliance with the federal, state, and local mandates ensuring youth/student privacy rights;
- That I shall not work on distant learning program activities in a public space where either youthful participants voice and/or image can be heard or seen by unauthorized members of the public;
- That I shall ensure that all documentation is secured at all times, so that all non-public records of youthful participants is not visible to unauthorized members of the public and I will not record, "screenshot" or otherwise electronically capture the likeness or other information about the youth involved;
- That I must report any breach of confidentiality immediately to Senior Director of Probation Education Services, Jesus Corral;
- That non-compliance may result in both civil and criminal penalties and that County may seek all possible legal redress.

I HAVE READ AND UNDERSTAND THE ABOVE AGREEMENT:

\_\_\_\_\_  
Personnel Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Name (Print)

\_\_\_\_\_  
Organization

***Rebuild Lives and Provide for Healthier and Safer Communities***