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November 19, 2019

Robin Clements
Open Records Custodian
Cobb County Sheriff's Office
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VIA EMAIL & CERTIFIED MAIL

Pursuant to the Georgia Open Records Act (O.C.G.A. § 50-18-70 et seq.), the American Civil Liberties Union Foundation of Georgia respectfully requests the following public records prepared, received, and/or possessed by the Cobb County Sheriff's Office:

- 1. Current policies, procedures, or guidelines regarding the supervision of people incarcerated at the Cobb County Adult Detention Center ("Detention Center");**
- 2. Current policies, procedures, or guidelines regarding when and how Detention Center staff are to make rounds or patrol the jail;**
- 3. Current policies, procedures, or guidelines regarding the use of force by Detention Center staff, including, but not limited to, the use of Tasers or stun guns;**
- 4. Current policies, procedures, or guidelines regarding intake, recreation/yard time, mental health, and medical care for the Detention Center;**
- 5. Current policies, procedures, or guidelines regarding inmate grievance procedures, including but not limited to, the filing of grievances alleging abuse or misconduct by Sheriff's Office/Detention Center staff;**
- 6. The number of complaints by incarcerated people alleging any abuse or misconduct by Detention Center staff from January 1, 2018 to the present;**
- 7. The daily count of incarcerated people, disaggregated by status (sentenced or unsentenced) and by location (unit or pod, general population, solitary confinement, etc) from September 1, 2019 to the present;**

- 8. A complete copy of the Detention Center's logbooks from all units/pods from September 1, 2019 to the present;**
- 9. Any and all jail inspection reports from January 1, 2018 to the present;**
- 10. Any and all incident reports from all units/pods from September 1, 2019 to the present;**
- 11. Number of staff/personnel employed at the Cobb County Detention Center, disaggregated by title/role, including, but not limited to the number of Sheriff's deputies assigned to the facility;**
- 12. Number of vacancies in the Cobb County Sheriff's Office, disaggregated by division;**
- 13. Emails, memoranda, and/or other documents related to the current lockdown at the Detention Center, from September 1, 2019 to present;**
- 14. Documents, incident reports, investigative reports, interviews, statements, audio recordings, emails, text messages, photographs, and/or communications of any kind documenting or pertaining to the deaths of 1) Kevil Wingo; 2) Reginald Wilson; 3) Bradley Emory; and 4) Jessie Myles;**
- 15. Documents, incident reports, investigative reports, interviews, statements, audio recordings, emails, text messages, photographs, and/or communications of any kind documenting or pertaining to the alleged assault involving 1) Francisco Cruz; 2) Dorian Acosta; and 3) Arshade Yates**
- 16. Copy of the Sheriff's Office or Detention Center's current contract(s) with mental health and/or medical care provider(s);**
- 17. Sign-in sheets for mental health staff from September 1, 2019 to the present;**
- 18. Staffing data for mental health staff from September 1, 2019 to the present.**

Pursuant to the Open Records Act (O.C.G.A. § 50-18-74), we request that you make these records available within a reasonable time not to exceed three (3) business days of your receipt of this request. Should you determine that some portion of the documents requested are exempt from disclosure, please release any reasonably segregable portions that are not exempt, pursuant to O.C.G.A. § 50-18-72(b). In addition, if our request is denied in whole or in part, the law requires your agency to justify all deletions by reference to exemptions of the Georgia Open Records Act, specifying code section, subsection, and paragraph. See O.C.G.A. § 50-18-71(d).

If your office does not maintain these public records, please let us know who does and include the proper custodian's name and address. To the extent that your office claims the right to withhold any record, or portion of any record, please describe each and every record or portion that is being withheld and the claimed reason for exemption, citing the exact language of the Open Records Act on which you rely.

We request that you waive copying fees. Should your estimate of those fees exceed \$10, please advise us of the costs before they are incurred. We would prefer electronic copies of the records whenever possible. However, we also seek a waiver of any and all possible charges because the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding. This information is not being sought for commercial purposes.

If any records are unavailable within three (3) business days of receipt of the request, and responsive records exist, we seek a description of such records and a timeline of when access to the records will be provided. If you have suggestions for tailoring this request so as to ensure a more expeditious but still meaningful response, we would be happy to consider them. We reserve the right to appeal any decision to withhold any information or to deny a waiver of fees.

Thank you for your prompt attention.

Sincerely,



Kosha S. Tucker
Staff Attorney
American Civil Liberties Union Foundation of Georgia

cc: Cobb County Sheriff Neil Warren