

From: [Tilak, Karun](#)
To: [Ellen Leonida](#)
Cc: [Tsui, Scott](#)
Subject: Response to July 23, 2021 CPRA Request
Date: Monday, August 16, 2021 5:04:51 PM
Attachments: [image001.png](#)

***** EXTERNAL MESSAGE *****

Dear Ms. Leonida,

I write in response to your July 23, 2021 CPRA letter to the Santa Clara County District Attorney's Office. Below are responses to your requests.

Request No. 1

With respect to the various items contained in Request 1, which relates to written policies, memoranda, or guidance, we will be producing the following responsive documents via a Dropbox link: the District Attorney's Office's Procedure and Policy Manual, a document describing the DA's Office's Bend the Arc Reform efforts, and certain diversion guidelines . The DA's Office is continuing to search for additional responsive records, and will produce any such records on a rolling basis beginning in 2-4 weeks. Certain documents are being withheld or redacted on the basis of attorney work product (CCP 2018.030), official information privilege (Evidence Code 1040), and/or deliberative process privilege.

Request Nos. 2 and 3

With respect to the various items contained in Request 2 and 3, the DA's Office's makes various training materials publicly available through its website. In particular, records of the DA's Office's Inquisitive Prosecutor's Guide for 2015-2021 are available online here: <https://www.sccgov.org/sites/da/publications/IPG/Pages/home.aspx> . Other training materials and publications are similarly available on the website, including the DA's Office's Race and Prosecutions reports, which may also contain responsive information. The Procedure and Policy Manual referenced above would also be responsive to Request 2. In addition, we are producing via Dropbox lists of trainings provided by the DA's Office. Certain training materials are being withheld on the basis of attorney work product (CCP 2018.030), official information privilege (Evidence Code 1040), and/or deliberative process privilege.

Request Nos. 4

The DA's Office will produce responsive records beginning in 2-4 weeks.

Sincerely,



Karun Tilak | Deputy County Counsel
Office of the County Counsel, County of Santa Clara
70 West Hedding Street, East Wing, 9th Floor | San José, CA 95110
Office: (408) 299-5936 | Mobile: (580) 678-0690
karun.tilak@cco.sccgov.org

