

August 5, 2025

Guillermo Viera Rosa
Chief Probation Officer
Los Angeles County Probation
9150 E. Imperial Hwy.
Downey, CA 90242

RE: APPROVAL OF CORRECTIVE ACTION PLAN PURSUANT TO WELFARE AND INSTITUTIONS CODE SECTION 209 (d) – CAMP AFFLERBAUGH

Dear Chief Viera Rosa:

The final Corrective Action Plan (CAP) for the Los Angeles County Probation Department Juvenile Facility, Camp Afflerbaugh was received on August 1, 2025, and is approved effective August 5, 2025.

In your CAP, you note that the County Resolution Date for the outstanding items of noncompliance is July 28, 2025. In an email received Friday, August 1, 2025, from Aaron Broom, Executive Manager, it was stated the agency has completed all CAP activities effective July 28, 2025 and is in compliance with the related section of Title 15, previously identified as non-compliant.

Your staff may contact your Field Representative to make arrangements for reinspection at your convenience. BSCC staff will verify resolution of all corrective action, effective July 28, 2025.

Please let us know if you have any questions.
Sincerely,



STEVEN WICKLANDER
Acting Deputy Director
Facilities Standards and Operations Division

cc: Aaron Broom, Executive Manager, LA County Probation Department
Jocelyn Roman, Acting Deputy Director, LA County Probation Department
Tracy Novak, Senior Director, LA County Probation Department
Lisa Southwell, Field Representative, BSCC

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In response to the Board of State and Community Corrections (BSCC) inspection conducted on Camp Clinton B. Afflerbaugh during the days of June 9 – 11, 2025, Los Angeles County Probation Department is submitting the following Corrective Action Plan (CAP) as it pertains to BSCC Title 15 – 1371 Programs, Recreation and Exercise.

Summary:

Per the Initial Inspection Report (IIR), the inspection found Camp Afflerbaugh failed to properly document as required under Title 15 – 1371 and RTSB-1300 Section 1306 Programs, Recreation and Exercise. The IIR describes the finding as ***“Agency documentation of programs, recreation and exercise is inconsistent and does not accurately reflect the actual provision of required activities. While interviews with youth confirmed the opportunity for the required 1 hour minimum for programs, recreation and exercise exists, the documentation does not reflect this in a manner which could be verified and must be corrected to ensure full compliance. To exhibit proof of practice, the Department will ensure that all required programming, exercise, and recreation are accurately recorded and documented.”***

As a result of the finding, a review of the documentation process was conducted. Changes were made to ensure all staff are aware of updates, that all staff involved are well trained, and to certify that the facility has a robust quality assurance process. The process would identify incomplete, missing, or incorrect documentation., Staff responsible for the deficiencies will receive the appropriate training and corrective measures, including progressive discipline if warranted. In addition, a revised Programming Calendar format has been created to ensure youth do not have to choose between Programming and Exercise or between Programming and Recreation. Additionally, the revised calendar ensures that all youth shall receive the required minimum hours of Programming, Exercise, and Recreation. Updates to the facilities process are outlined below.

- Trained deputies are identified to complete the Title 15 Programming, Recreation, and Exercise Log.
- A new designated Title 15 Programming, Exercise, And Recreation Log Coordinator (PEARL Coordinator) has been created to review 100% of all Title 15 Programming, Recreation, and Exercise Log.
- A new Title 15 Programming, Exercise, And Recreation Log Audit sheet has been created and shall be completed by the PEARL Coordinator and submitted to the CBA On-Duty Supervisor, with copies to the Facility BSCC coordinator, CBA Assistant Director, and Director.
- CBA's On-Duty (AD) shall ensure that identified discrepancies are addressed with required training, and appropriate corrective measures, including progressive discipline.
- A revised Programming Calendar format has been created to ensure youth are not having to choose between exercise and recreation or between exercise and programming.

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Regulation	Deficiency	Responsible Party	Action Plan	Proof of Practice	Date To Be Completed	Resolution Status/ Date	Comments/Ongoing Monitoring	Final Approval
§ 1371. Programs, Recreation, and Exercise.	Agency documentation of programs, recreation and exercise does not accurately reflect the actual provision of the activities. Proof of practice was found to be lacking and, in some cases, estimates of the time of activities were provided, rather than actual time they occurred. While there is no doubt that the facility offers and provides the minimum number of programs, recreation and exercise, the documentation could not be verified and must be corrected to ensure full compliance.	Tracy Novak, Senior Probation Director Jose Villar, Facility Director Supradit Prartnadi, Assistant Director	Existing Process: The existing process for documenting on Title 15 Programming, Exercise, and Recreation log required each board counselor for a unit, which averages around 8-10 different board counselors/deputy per day, to accurately account for the activities of every youth in their unit participating in programming, recreation, and exercise. A. Change in Process: 1. The board counselors will no longer document on the Title 15 Programming Log. There will be at least three select, trained staff who will initially document on the Title 15 Programming, Recreation, and Exercise Log throughout the week. 2. The Daily Completed Log will be submitted to an identified, trained, facility Title 15 Programming Log (PEARL) Coordinator, who will review the logs daily and reconcile the documented information with the Daily Movement Log, the Safety Check Sheets, School Roster with suspension information), Program Participation Sign Roster, Bed Charts, and CBA Weekly Program Schedule. 3. Upon completion, the PEARL Coordinator will submit a report of their findings to the On-Duty Supervisor, with a copy to the facility BSCC Coordinator Assistant Director, and Director. 4. Any discrepancies reported will be addressed by the On-Duty Supervisor with an Instructional	Formal announcement to all staff of new process with signed acknowledgement	06/30/25	07/28/25		

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			Memo, hands-on training, and progressive discipline. 5. The Facility BSCC Coordinator shall deem the submitted Title 15 Log as accurate and complete once the On-Duty Supervisor has reviewed and approved the audit sheet.					
		Tracy Novak, Senior Probation Director Jose Villar, Facility Director Supradit Prartnadi, Assistant Director	B. Reformatted Program Calendar CBA will implement a revised Weekly Programming Calendar (attached) along with corresponding updated Daily Schedule formats (attached), which include the required Programming between 3pm-4pm. The youths will not have to choose between programming and exercise.	1. Daily Schedules will reflect the Weekly Programming Schedule 2. Title 15 Programming, Exercise, and Recreation Log will show accurate participate by youths.	06/30/25	07/28/25		
		Tracy Novak, Senior Probation Director Jose Villar, Facility Director Supradit Prartnadi, Assistant Director	C. Training CBA will train all applicable staff, including supervisors, and be able to demonstrate strong understanding and competence in the following: <ul style="list-style-type: none">• BSCC Title 15 – Section 1371 Programs, Recreation and Exercise• RTSB Manual 1300 Section 1306 Programs, Recreation and Exercise• Program/Service Roster Sign-In Sheets• Weekly Program Calendar• Daily Movement Log• Bed Charts	Memorandum memorializing training.	06/30/2025	07/28/25		
		Tracy Novak, Senior Probation Director	D. Quality Assurance and Staff Accountability	An accurate Title 15 Programming Log will be submitted for each day, to include	06/30/25	07/28/25		

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		<div>Jose Villar, Facility Director</div> <div>Supradit Prartnadi, Assistant Director</div>	<div>A new Facility Title 15 Programming, Exercise, And Recreation (PEARL) Coordinator function has been created to review and reconcile daily submitted Title 15 Programming, Exercise, Recreation Log. The coordinator will submit complete daily audit reports (see attached) to the On-Duty Supervisor for review and approval.</div> <div>The On-Duty Supervisor shall ensure that all youth received the required minimum number of hours of Programming, Exercise, and Recreation in their review and that the documents submitted are fully reconciled and not contradictory.</div> <div>The Facility BSCC Coordinator will ensure daily Title 15 Programming, Exercise, and Recreation logs are complete for archiving with fully reconciled documentation.</div>	<div>corresponding sign in sheets.</div> <div>Instructional/Training Memorandums and progressive discipline</div>				
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