



# Advocates for Justice and Education, Inc.

## The Parent Training and Information Center for the District of Columbia

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Tuesdays & Thursdays  
9:00 a.m. – 3:00 p.m.  
3912 Georgia Avenue NW  
Washington, DC 20011

**Children with  
Special Needs,  
need Parents  
with Special  
Skills!**

July 29, 2025

Brandynn Reaves  
FOIA Officer  
Metropolitan Police Department  
441 4th Street, NW, Suite 1100S  
Washington, DC 20001

*Courtesy Copy sent via email. Also submitted via DC FOIA Portal*

Dear Mr. Reaves,

Pursuant to the District of Columbia Freedom of Information Act, D.C. Code §§ 2-531 et seq., we submit the following FOIA request, asking that the Juvenile Investigative Response Unit (JIRU) within the Metropolitan Police Department (MPD) produce all:

- (1) Administrative staff manuals and instructions to staff that affect a member of the public
- (2) The staff information of JIRU which includes the current number of sworn officers and civilian staff assigned to the Juvenile Investigative Response Unit
- (3) Those statements of policy and interpretations of policy, acts, and rules which have been adopted by JIRU;
- (4) Correspondence and materials referred to therein, by and with MPD, relating to any regulatory, supervisory, or enforcement responsibilities of MPD, whereby MPD determines, or states an opinion upon, or is asked to determine or state an opinion upon, the rights of the District, the public, or any private party;
- (5) The school collaboration plans for JIRU, information or documentation outlining if and when the JIRU plans to begin working with D.C. public or charter schools, including any MOUs, agreements, or implementation timelines.
- (6) Any mission statements, strategic plans, or outreach plans detailing the unit's objectives, particularly as they relate to prevention, intervention, and engagement with youth and families.
- (7) To the extent that you regard them as outside the scope of D.C. Code § 2-536, we also request the following:
  - (a) All staff manuals, guidebooks, guidelines, policies and handbooks currently in use;
  - (b) Records or letters explaining the complaint or grievance process for families/students against JIRU officers filed since April 3, 2025;
  - (c) All documents reflecting the resolutions, conclusions and outcomes of investigations by the JIRU;
  - (d) All policies, guidelines, handbooks, manuals or other documents used to adjudicate, determine or resolve the JIRU complaints or grievances filed since April 3, 2025;

We further ask that all documents now in effect and responsive to Requests 1-5 above be published on the JIRU/MPD website. D.C. Code § 2-536(b) requires MPD to post these records on its website and make them available to the public without the need for a FOIA request. Our review of the JIRU website, however, reveals that JIRU has not, in fact, been complying with that statute. Hence the need for this request.

We request a waiver of all fees associated with this request. The disclosure of the requested manuals, instructions, opinions, orders, statements of policy, rules, determinations, and guidelines is mandated by statute. Access to these documents is in the public interest because this information will contribute to the public understanding of the educational policies and procedures of JIRU. The requested documents directly impact the children and parents of the District of Columbia.

We, Advocates for Justice in Education, are a non-profit organization that provides training, workshops, and support to DC families to advocate for appropriate education for their children. We are seeking this information to support our organization's mission to provide direct services to families, children, youth, and particularly those who have disabilities, special health care needs, or are facing school exclusion. This request is not for commercial use.

Pursuant to D.C. Code § 2-532 (c)(1), *et seq*, your response to this request is due on or before 20 days after the receipt of this request.

If you have any questions about any aspect of this request you can contact Nadiya Pope (nadiya.pope@aje-dc.org).

Sincerely,

/s/ Nadiya Pope

Nadiya Pope, Esq.  
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CC: Rochanda Hiligh-Thomas, Executive Director