

POLICY STATEMENT NO. 3-90(P)

POLICY STATEMENT RE PROCEDURE FOR COMMENTING
TO GRAND JURY REPORTS AND
THE MANAGEMENT REPORT OF THE ANNUAL COUNTY AUDIT

In order to establish a uniform procedure for the preparation and filing of comments to Grand Jury Reports, and the Management Report of the Annual Audit, it is the policy of the Board of Supervisors that the following steps be followed:

Grand Jury Reports:

1. Upon receipt of a final or interim report as provided in Section 933 of the Penal Code, the County Clerk will distribute copies to the members of the Board of Supervisors, the County Administrative Officer, and all affected departments. The Clerk shall establish a timetable for response to the report to comply with the 90 day limitation for the Board of Supervisors and the 60 day limitation for Elective Officers and appointed Department Heads.
2. The County Administrator shall be responsible for the preparation of the response to the recommendations and findings of the Grand Jury.
3. Comments shall be due from affected department heads within 30 days. Upon receipt, the Clerk shall immediately forward copies to the County Administrative Officer, Grand Jury and the Superior Court Judge.
4. The County Administrative Officer will review all departmental responses for adequacy and completeness and may comment on the responses but shall not alter them.
5. The County Administrator, in coordination with members of the Board of Supervisors, shall prepare a final draft response which shall be scheduled on the Board agenda for discussion and approval in adequate time to meet the 90 day time frame required by Penal Code Section 933.
6. Upon adoption by the Board, the Clerk will file the original and furnish copies of the response, together with all departmental responses, to the Superior Court Judge, the Grand Jury and others specifically requesting copies.

The response shall reflect substantially the following:

1. As to each finding, whether the responding department agrees with or disputes the finding. If the finding is disputed, an explanation of the dispute should be provided.
2. To enable each Grand Jury to track its recommendations, the response shall indicate that the recommendations:
 - A. Have been implemented. Provide a summary of significant detail.
 - B. Will be implemented. A time frame for implementation is required.
 - C. Requires further analysis. Detailed outline required showing the scope and parameters of the study.
 - D. Is not feasible. Explanation required.
3. Responses shall be brief and to the point. Each finding and recommendation shall be replied to separately.

Management Reports, Annual Audit:


1. Upon receipt of the Management Report, the County Clerk will distribute copies to the members of the Board of Supervisors, the County Administrative Officer, the Auditor/Controller, the Foremen of the Grand Jury and all affected departments. The Clerk shall establish a timetable for response to the report.
2. Comments shall be due from affected department heads within 30 days. Upon receipt, the Clerk shall immediately forward copies to the County Administrative Officer, the Auditor/Controller, the Grand Jury and the Board of Supervisors.
3. The Management Report and Responses shall be filed in the Office of the County Clerk.

The response shall reflect substantially the following:

1. As to each finding, whether the responding department agrees with or disputes the finding. If the finding is disputed, an explanation of the dispute should be provided.

2. The response shall indicate that the recommendations:
 - A. Have been implemented. Provide a summary of significant detail.
 - B. Will be implemented. A time frame for implementation is required.
 - C. Requires further analysis. Detailed outline required showing the scope and parameters of the study.
 - D. Is not feasible. Explanation required.
3. Responses shall be brief and to the point. Each finding and recommendation shall be replied to separately.

ADOPTED: July 17, 1990



HOWARD G. MYRICK - CHAIRMAN
Board of Supervisors, County of
Trinity, State of California.