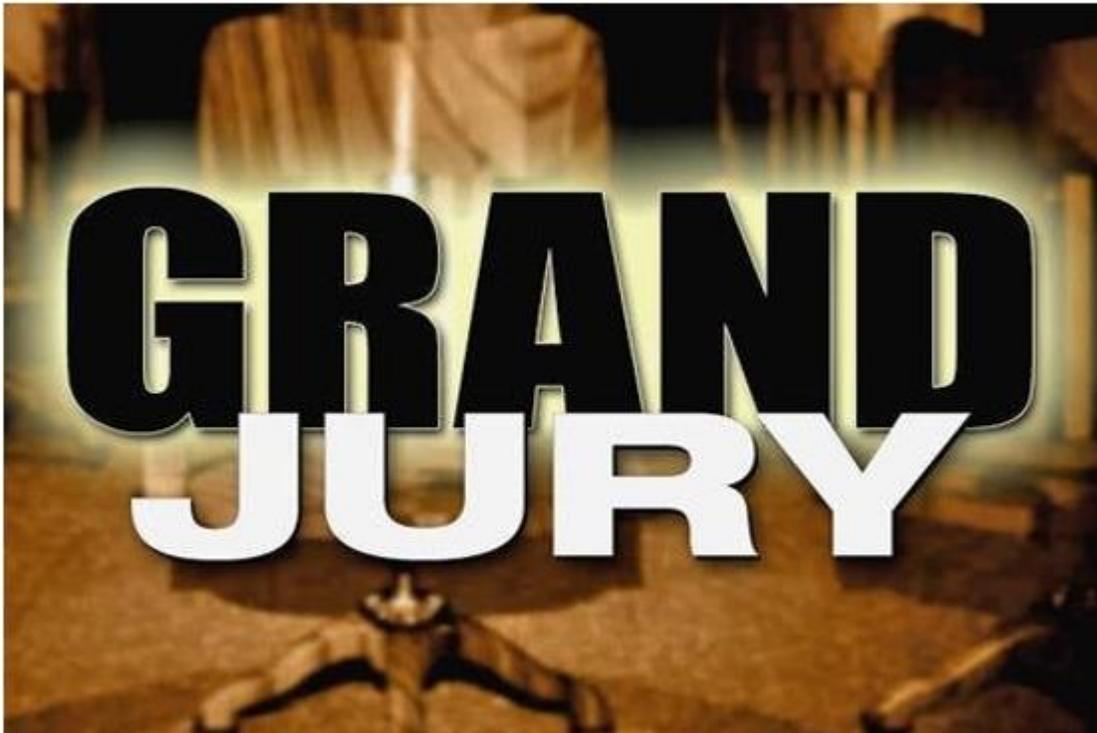


Yuba County



Handbook and Procedures Guide

Developed by the 1991-1992 Grand Jury
(Revised July 15, 2003, June 30, 2004,
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Introduction

The purpose of this Handbook and Procedures Guide is to provide initial direction and guidelines to new Yuba County Grand Jury (GJ) members, who invariably have many questions about the proper role of the GJ. This is intended as a supplement to the GJ training offered by the California Grand Jurors' Association.

The material consists of:

1. An overview of what the GJ was, is, can, and-of equal importance-cannot do.
2. Suggestions for organizing the jury as a whole, as well as the committees that undertake the bulk of the actual work.
3. Procedures that facilitate the work of the GJ.
4. Those duties and responsibilities that are mandated by law as well as those duties they may elect to assume.

Procedures and policies may need revision in order to reflect the changing philosophies of succeeding grand juries. Changes in the law may also necessitate revisions. Under Penal Code § 916, each Grand Jury may determine its own rules of proceedings.

This Handbook and Procedures Guide contains material contributed by numerous legal advisors, superior court judges, and Grand Juries from several California counties. It has been updated in content and format over the years. New material and revisions may be added as required.

Oath of Grand Jury (Administered by the judge appointed by the presiding judge to supervise the Grand Jury)

I DO SOLEMNLY SWEAR (AFFIRM) THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF CALIFORNIA, AND ALL LAWS MADE PURSUANT TO AND IN CONFORMITY THEREWITH, WILL DILIGENTLY INQUIRE INTO, AND TRUE PRESENTMENT MAKE, OF ALL PUBLIC OFFENSES AGAINST THE PEOPLE OF THIS STATE, COMMITTED OR TRIABLE WITHIN THIS COUNTY, OF WHICH THE GRAND JURY SHALL HAVE OR CAN OBTAIN LEGAL EVIDENCE. FURTHER, I WILL NOT DISCLOSE ANY EVIDENCE BROUGHT BEFORE THE GRAND JURY, NOR ANYTHING WHICH I OR ANY OTHER GRAND JUROR MAY SAY, NOR THE MANNER IN WHICH I OR ANY OTHER GRAND JUROR MAY HAVE VOTED ON ANY MATTER BEFORE THE GRAND JURY. I WILL KEEP THE CHARGE THAT WILL BE GIVEN TO ME BY THE COURT.

CALIFORNIA PENAL CODE § 911

Charge to The Grand Jury

Ladies and Gentlemen of the Grand Jury:

At the outset, I would like to extend my congratulations and best wishes upon your selection to serve as Grand Jurors for the current fiscal year. I anticipate that you will discharge your duties with distinction.

Having been duly impaneled and sworn, you constitute the Grand Jury for this County for the next 12 months. It is my duty to instruct you concerning your functions and the law that applies to your work.

The Grand Jury, historically and currently, is composed of citizens of the county who are expected to exercise sound judgment independent of other governmental agencies. Essentially, your functions are investigatory.

Organizational Matters

Before specifically detailing your functions, you should be advised of some organizational and administrative matters applicable to Grand Jury business. Your Foreperson is appointed by this Court for the full year of your tenure. If the Foreperson is absent from any meeting or disqualified to act, the Grand Jury may select a member of that body to act as temporary Foreperson, which shall perform the duties and have all the powers of the regularly appointed Foreperson in that person's absence or disqualification.

When you have an opportunity to hold an organizational meeting, you shall determine your rules of procedure. Your rules of procedure shall include guidelines to ensure that all findings included in your final reports are supported by substantial evidence, which may include reports of contract auditors or consultants, or official records or interviews attended by no fewer than two (2) Grand Jurors (Rule of Two – No Grand Juror acts alone). Additionally, all problems identified in a final report should be accompanied by a suggested means for their resolution, including financial, when applicable.

You shall choose from your members your other officers, including a secretary. I suggest the formation of committees for the preliminary consideration of matters that you will be investigating. You will have the use of a private office and a shared conference room for the purpose of conducting your proceedings and you will determine the time for your meetings.

You may at all times ask the advice of the court, District Attorney, or the County Counsel. But unless such advice is requested by you, the court and the County Counsel will not be present (CA Penal Code §934) during your sessions. The District Attorney may also appear before you for the purpose of giving information or advice relative to any matter cognizable by the Grand Jury, except in regard to investigation of charges involving the office of the District Attorney. As to administrative and organizational matters, and for other matters, you may call upon me for such advice as the court is permitted to give.

The deliberations of the Grand Jury, which include voting upon its investigations, are required by law to be in private session. It is significant that secrecy is prohibited in almost every other phase of government; however, it exists as to the Grand Jury. The reason for the confidentiality of the Grand Jury is that it is designed not only to search out offenses and accusations which would otherwise not be acted upon because of the fear or inability of individuals to bring the complaint, but also to protect persons from publicity that might otherwise occur because of charges which eventually are proved to be unfounded.

You are admonished that matters before the Grand Jury should never be discussed with friends, relatives, business acquaintances, or the news media. While you are on the Grand Jury, you should restrict your conversation concerning public business to the Grand Jury room. Additionally, a Grand Juror may not utilize their position to further their personal or political causes. You must excuse yourself from voting on or participating in any Grand Jury proceeding or deliberations when a real or potential conflict of interest occurs. It is important to also note that it takes the presence of two Grand Jurors to conduct official business. (Rule of Two – No Grand Juror acts alone)

In this connection, the law provides that every Grand Juror who, except when required by the court, willfully discloses any evidence adduced before the Grand Jury, or anything which he himself or any other member of the Grand Jury has said, or in what manner he or she or any other Grand Juror has voted on a matter before them, has committed a misdemeanor. (Penal Code §924.1(a))

Under certain proper circumstances, a court may require a Grand Juror to disclose testimony given before the Grand Jury. However, absent order of the court, a Grand Juror generally cannot be questioned for anything that they may say, or any vote that they may give relative to a matter legally pending before the Grand Jury. (Penal Code §924.2)

But at times, in order to obtain legal advice, it may be necessary for you to disclose to the County Counsel, District Attorney, or to the Attorney General if officiating in the case, or to the judge appointed by the presiding judge to supervise the Grand Jury, some matter of evidence that you have taken during an investigation, and such a disclosure is not a violation of your oath.

Civil

As to your civil (or so-called "watchdog") function, the general powers and duties of the Grand Jury are to investigate and report on various matters regarding the County and its various departments, as well as cities, school districts, and special districts within the County. Briefly, the Grand Jury's powers and duties are as follows:

You shall investigate branches of the County government to ensure that they are being managed efficiently, honestly, and in the best interest of citizens. (Penal Code sections 925, 925a)

You shall investigate and report on the operations, accounts, and records of the officers, departments, or functions of this County, including those of any special legislative district or other district in the County created pursuant to state law for which the officers of the County are serving in their ex-officio capacity as officers of the districts. (Penal Code §925)

You may examine the books and records of any incorporated city or joint powers agency and investigate and report on the operations, accounts and records of the officers, departments, functions, and the method or system of performing the duties of any such city or joint powers agency. The investigations may be conducted on some selective basis each year. (Penal Code §925a)

You may investigate or inquire into County matters of civil concern, such as the needs of County officers, including the abolition or creation of offices and the purchase, lease, or sale of equipment, and you may recommend changes in the method or system of performing the duties of the various agencies subject to investigation. (Penal Code sections 888, 928)

You may, and when requested by the board of supervisors shall, investigate and report upon the needs for increasing or decreasing salaries of county-elected officials. A copy of such report shall be transmitted to the Board of Supervisors. (Penal Code §927)

When making an examination of the books, records, accounts, and documents maintained and processed by the County Assessor, the Grand Jury, with the consent of the Board of Supervisors, may employ expert auditors or appraisers to assist in the examination. (Penal Code §926(b))

You may order the District Attorney to sue for money that in the judgment of the Grand Jury is due and owing to the County. (Penal Code §932)

You shall meet with the subject of an investigation, during and regarding the investigation, unless the court, either on its own determination or upon request of the Foreperson of the Grand Jury, determines that such a meeting would be detrimental. (Penal Code §933.05(e))

You may inquire into the case of every person imprisoned in the county jail on a criminal charge and not indicted. You are entitled to free access, at all reasonable times, to the public prisons, and to the examination, without charge, of all public records within this county. (Penal Code §919(a), 921)

You shall inquire into the conditions and management of the public prisons within the county. (Penal Code §919(b))

You may read all letters from citizens or agencies and make inquiries and recommendations about those matters referred to the Grand Jury. (*McClatchy Newspapers v. Superior Court* (1988) 44 Cal.3d 1162); *Board of Retirement v. Santa Barbara County Grand Jury* (1997) 58 Cal.App.4th 1185.)

You shall inquire into the willful or corrupt misconduct in office of public officers of every description within the county. (Penal Code §919(c).)

You may investigate and inquire into all sales and transfers of land and into the ownership of land that under the state laws might or should revert to the State of California. For this purpose, you may summon witnesses before the Grand Jury and examine them and their records. (Penal Code §920)

You are entitled to investigate those records reviewed by the Board of Supervisors regarding every application for relief from the funds of the county, the records concerning the periodic visitation of every person receiving that relief, and the records pertaining to the ways and means for rehabilitation, i.e., bringing about self-support. (Welfare and Institutions Code §17006)

You may request the District Attorney to petition the superior court to order a public recount of ballots tabulated by a voting system. (Elections Code §15640)

You may study reports of the previous Grand Jury and review the recommendations of recent juries for improvements in county government. These reports are on file in Superior Court Clerk's Office.

No later than the end of the current fiscal year, you shall submit at least one final report on any appropriate subject within the Grand Jury's jurisdiction to the judge appointed by the presiding judge to supervise the Grand Jury. However, you may issue reports during the year. (Penal Code sections 928, 933)

The Foreperson or their designee must be available for 45 days after the end of the term on reasonable notice to clarify the recommendations of the report. (Penal Code §933(a))

You may employ the services of experts, and their assistants, at an agreed compensation to be first approved by the court. (Penal Code §926)

All expenses of the Grand Jurors properly incurred in such examinations and reports shall be paid by the treasurer of the county from the general funds of the county upon the written order of the court. However, the Grand Jury shall not spend money or incur obligations in excess of the amount budgeted for its investigative activities by the County Board of Supervisors unless the proposed expenditure is approved in advance by the judge appointed by the presiding judge to supervise the Grand Jury after the Board of Supervisors has been advised of the request. (Penal Code §914.5)

In accordance with the policy established by this court, I instruct you to deliver to me, all Grand Jury reports before filing them or otherwise releasing them. The law requires that the judge shall determine whether any report fails to comply with the law relative to Grand Jury functions or is not within the Grand Jury's lawful inquiry and reporting powers.

No later than ninety (90) days after you submit a final report on the operations of any public agency subject to your reviewing authority, the governing body of the public agency will comment to the court on the findings and recommendations. Every elective county officer or agency head for which the Grand Jury has responsibility will comment to this court within sixty (60) days, with a copy sent to the board of supervisors, on the findings and recommendations. A copy of all responses to Grand Jury reports will be placed on file with the clerk of the public agency and the clerk of the superior court, and will remain on file in those offices. One copy will be placed on file with the applicable Grand Jury final report by, and in the control of the currently impaneled Grand Jury, where it will be maintained for a minimum of five (5) years.

Conducting Investigations

As I have previously indicated to you during the interview process, this Grand Jury will not be investigating criminal matters.

However, you may take testimony when investigating civil matters.

During any investigation that you conduct, you should make a full and fair inquiry. An insufficient investigation or a consideration of only one side of an issue may falsely accuse innocent persons and result in needless and expensive legal proceedings.

A witness called upon to testify before a Grand Jury has certain rights and duties, which you should understand and respect. A Grand Jury, like a court, may ask only such questions as are pertinent to a matter then under consideration. If there is no matter under consideration, a refusal to answer questions does not constitute contempt, nor under such circumstances is it contempt for a witness to refuse to appear.

You should never vote in the presence of any witness, nor express any opinion on the matter under consideration during the examination of a witness.

Only after you have considered all the evidence in an investigation will you vote. Your voting should be open and oral, and it shall be conducted by a roll call, and not by secret or written ballot.

You will find that you will be asked to examine, and will examine, some groundless complaints. Attempts will be made to burden you with private grievances, real or imaginary, where no charge cognizable by you has been committed. Some persons may make false accusations before you. Not infrequently, persons who attempt to initiate accusatory proceedings are motivated by private enmity or political reasons. In light of the experience of past Grand Juries, a comparatively small percentage of the accusatory complaints, which you will receive from other than law enforcement officials, will deserve your official action. Some, however, may result in disclosures of offenses that would not otherwise have been brought to light, and when you obtain reliable information indicating an offense or misconduct within your jurisdiction, it is your duty to fearlessly and fairly investigate and take appropriate action.

Your written reports should be factual. Occasionally, some zealous grand juries, without proper understanding of their duties, have returned reports to the courts concerning matters beyond their powers of inquiry, and such reports contained unfounded criticisms, castigations, or innuendoes of improper conduct on the part of private citizens, or those engaged in public service. The publicity attendant to the filing of such reports may cause serious consequences to accused persons who had no forum to establish their innocence. Any such abuse of power adds to existing sentiment to abandon our Grand Jury system.

The Grand Juror's Oath

Violation of the letter or spirit of the Grand Juror's oath you have taken, or of my charge to you, would endanger the integrity and effectiveness of the entire Grand Jury. If the court should be convinced that there is any such violation which would tend to destroy your integrity or

effectiveness, it would be obligated to act, even to the extent, if necessary, of discharging the whole Grand Jury and impaneling another one.

Mere sentiment, conjecture, sympathy, public feeling, passion, or prejudice must not influence you, and you must apply the same objective standards of conduct and responsibility to all persons, regardless of race, color, creed, religion, or economic status. You are now aware that there are distinct limitations as to what you may do in the course of your investigations, presentments and reporting. You function lawfully as a body. An individual Grand Juror acting alone has no power or authority. The body of the Grand Jury itself is not intended to be a super-government for this county, nor is it intended that you should interfere with the discretionary policy-making or operational powers of public officials. You are advised that any comments in the Grand Jury report due to your civil investigations are not privileged and could, if libelous, be the basis for a charge of libel.

Conclusion

We live under a government of, by, and for the people, and it is appropriate that citizens are by law given the opportunity to scrutinize the workings of the public agencies and the conduct of public officers maintained and supported by the taxes of the citizenry. All that the public can expect -- and it is entitled to no less -- is that Grand Jurors shall diligently and impartially perform their duties, to the best of their ability, dedicating themselves to the furtherance of the general good. You offer no guarantee that you will always be right, but you do have a solemn duty to do your utmost to be conscientious, complete, and correct.

You shall now retire to a private place and agree on the date for your first meeting. At the first meeting you shall select officers, other than the Foreperson; adopt your rules of procedure; and determine the entities you shall investigate this fiscal year.

Officers

Grand Jury Foreperson:

The Grand Jury Foreperson is appointed by the court. The success of the GJ will depend on the Foreperson's management skills. The Grand Jury must function as a single body rather than as individuals.

Duties and responsibilities of Foreperson include:

- Call meetings and prepare meeting agendas.
- Serve as liaison between the Grand Jury and its legal advisors.
- Preside at meetings, encourage informal and effective transaction of business.
- Account for all Grand Jury equipment (Inventory at the beginning and end of term).
- Shall assign members to standing committees and as Chairpersons after seeking information from members about their interests and desires.
- May assign investigations to the appropriate committee.
- Serve ex officio on all committees.

- Sign all correspondence of the Grand Jury, as well as news releases.
- Sign all official reports of the Grand Jury, including the final report.
- Act as official spokesperson for the Grand Jury.
- Call for committee progress reports and consult with committee Chairpersons in order to ensure coordination of committee work.
- Request subpoenas of judge/District Attorney when needed.
- Administer oaths and admonitions at formal hearings.
- Sign all accusations and present them to the court.
- Appoint officers pro tem in the absence of regular officers.
- Secure the approval of the judge appointed by the presiding judge to supervise the Grand Jury for any letters that would establish Grand Jury policy or that might constitute a resolution or a report of the Grand Jury on any matter or subject (letters of appreciation and acknowledgement need not be referred for approval).
- Submit to the judge appointed by the presiding judge to supervise the Grand Jury or legal counsel for their or her approval and/or comment any news releases issued by the Grand Jury.
- Deal with media releases concerning the Grand Jury

Jurors must inform the Foreperson before they contact the judge appointed by the presiding judge to supervise the Grand Jury, the County Counsel, the District Attorney, or any local government official or agency or any group or individual member of the public.

The Foreperson shall process all claims for reimbursement of expenses submitted by Grand Jurors. If the Foreperson denies a claim that a Grand Juror believes is justified, the Grand Juror may appeal the Foreperson's decision to the judge appointed by the presiding judge to supervise the Grand Jury.

Foreperson Pro Tem:

The Foreperson Pro Tem, in the absence of the Foreperson, assumes all the functions of the Foreperson, including the authority to administer oaths and sign indictments, although no indictment should be signed by the Foreperson Pro Tem unless permission is granted by the judge appointed by the presiding judge to supervise the Grand Jury.

In the case of prolonged or permanent disability of the Foreperson to serve, the court should be notified. The Foreperson Pro Tem acts as Foreperson until a new Foreperson has been named by the court.

Assigned duties include:

- Assume the duties of the Foreperson in his/her absence.
- Assist and counsel the Foreperson on matters concerning the well-being of the Grand Jury.
- Assist the Foreperson in any way requested.

Sergeant-at-Arms:

The Sergeant-at-Arms is charged with maintaining Grand Jury security and security in the Grand Jury meeting room.

Assigned duties include:

- Ensure that no unauthorized person is present in the Grand Jury Conference Room during Grand Jury sessions or during deliberations or voting. During presentation of a request for indictment by the District Attorney, no persons other than jurors, the District Attorney, court reporter, witness, and, under special circumstances, an interpreter or guard may be present.
- Admit authorized persons, including witnesses when summoned by the foreperson. The Sergeant-at-Arms seats witnesses and escorts them from the room when dismissed.
- Ensure that the Conference Room is secure at all times. All confidential papers should be removed at the close of each meeting and all files returned to the locked library.
- Check to see that unauthorized tape recorders are not brought into the Grand Jury Conference Room via briefcases, packages, etc.
- Make recommendations concerning security matters.
- Make certain that the Grand Jury Conference Room is set up for the meeting.
- May arrange for coffee and snacks.
- Grand Jury Room Electronic Calendar-The Grand Jury Room Electronic Calendar is used to reserve the Grand Jury Room for committee meetings and the plenary. The calendar is operated by Grand Jury personnel only. Each time a member leaves the Grand Jury it is recommended the calendar be changed to limit access to those that no longer need access.

Secretary:

The Secretary provides general assistance to the Foreperson in all matters related to records. It is the duty of the Secretary to keep an accurate record of the proceedings of every Grand Jury meeting in the form of minutes. These minutes should include the following:

- The exact hour and minute of convening.
- Roll call and record of absentees.

- That a quorum of at least 50% plus one juror is present at all times during any hearing or investigation. The Secretary should advise the Foreperson if, at any time, the number of jurors is less than a quorum.
- A record of all motions made and acted upon by the Grand Jury, omitting the names of jurors making and seconding such motions.
- Names of all persons, other than jurors who may be in the room at the time of convening, such as the District Attorney or the court reporter will be documented. The minutes should show the name of the person entering the Grand Jury Conference Room and the exact time of such entrance at any time during the Grand Jury meeting.
- A record that witnesses called are sworn and advised of their rights as witnesses. The minutes should also show the witnesses were admonished that they must not discuss any of the Grand Jury proceedings after leaving the Conference Room. The Secretary should keep close watch over this matter and advise the Foreperson if this has been overlooked.
- Forward a copy of the minutes for the last plenary session of the GJ to the GJ members prior to the next plenary session and retain a copy of the minutes.
- Be responsible for the maintenance of files including minutes, attendance rosters, records of accusation hearings, and whatever official records the Foreperson shall specify.
- Be responsible to see that pertinent handout material is provided for every juror, including absentees.
- Prepare correspondence requested by the Foreperson, with all correspondence being signed by the Foreperson.
- Ensure that in all correspondence, the Grand Jury be referred to as the “Grand Jury” or “it” - never using a personal pronoun.
- Acknowledge receipt of all letters and complaints received by the Grand Jury. A form letter may be used in response to complaints.
- Make a copy of each incoming complaint for the appropriate committee.
- Maintain files including complaints and general correspondence.

Treasurer:

The Treasurer provides general assistance to the Foreperson in all matters related to finance and accounting of GJ operations. These duties include the following:

- Supervises, cross-checks, and summarizes timesheets, before monthly submission to the County.
- Receives sign-in sheets for all meetings and compiles a record of which Grand Jurors have attended which events. This record will be used to cross-check the timesheets before submission to the County.
- Timely submit mileage requests and per diems to the Foreperson for their signature.
- Checks to make certain no Grand Juror claims a per diem for more than eight GJ meetings a month without approval by the Foreperson and the judge appointed by the presiding judge to supervise the Grand Jury when sufficient funds remain within budgeted amounts to pay for those additional per diems.
- Tender claims to the GJ administrator for processing and submission to the county auditor.
- Tracks monthly expenses for reconciliation of the Grand Jury budget and prepares the monthly report for plenary meeting.

Librarian:

The Librarian is responsible for operating the GJ Library. Assigned duties of

the Librarian include:

- Maintain and update the file of GJ final reports and the corresponding government responses.
- Account for all GJ property (Inventory signed by Foreperson).
- Maintain and update the file of reference materials.
- Maintain, update, and assemble all the documentation on a single subject in an appropriate binder.
- Maintain and update the GJ final reports subject index.
- With the committee heads, prepare the summary sheets of the subjects investigated during the year, filed by subject.
- Log documents in and out of the library.
- Update the “Frequency of Investigation” table.

- Be responsible for filing all: correspondence, complaints, reference material, response documents and reports done by committees, and all material relating to committee interviews and investigations. At the end of the GJ five-year term, all documents shall be destroyed by the approval of the standing GJ.
- At the end of each year, unless otherwise permitted by law, the Librarian is to destroy notes, minutes, and investigative information including admonishments.
- Add to the permanent library collection each year:
 - Two copies of the GJ Final Report.
 - Two copies of the government responses.
 - Collation of material by subject from one copy of the GJ Final Report and one copy of the government responses.
 - An updated “Frequency of Investigation” table and any other reference materials requested by the GJ.

Timesheets

Each Grand Juror shall promptly turn in a signed and accurate timesheet for each month of service on or before the deadlines established by the Treasurer. It is important for a variety of reasons for each Grand Juror to timely submit signed and accurate timesheets to the Treasurer. The Treasurer will provide a timesheet form in Excel that will automatically provide totals.

The columns labeled “Miscellaneous Notes” and “Miscellaneous Pay/Miscellaneous Deduction” are generally left blank as the submitted timesheet might be subject to public disclosure and the GJ does not want to reveal any confidential information. The Grand Juror should keep a copy of the timesheets they are submitting. It might be helpful for the Grand Juror to note on the copy he or she is retaining (but not the copy turned into the County) the specific activity (e.g., “plenary session”) related to that line item.

More than eight meetings per month must be approved by the Foreperson and the judge appointed by the presiding judge to supervise the Grand Jury, and there must be sufficient funding in the budget for those meetings. There may be a delay in paying for greater than eight meetings until it becomes apparent whether sufficient funds remain in the budget to do so. Only one meeting per day can be claimed. However, mileage will be paid for multiple grand jury events on the same day. Mileage rates, which are established by the IRS, may change at the beginning of the calendar year. The Treasurer will advise the Grand Jurors of any change and will provide a new timesheet form that includes any new rate.

Committees

Committees are the working mechanism of the GJ. Committee reports are approved by the committee conducting the investigation and sent to the Editorial/Continuity Committee for approval. Any revision or changes have to be approved and further revised, if necessary, and then approved by the full jury.

Types of Committees

The GJ should form its committees as soon as possible so that it can promptly conduct its investigative work and preparation of reports.

There are usually six committees formed: Editorial/Continuity (Ed/Con), City, County/Special Districts (SD), Law & Enforcement (LE), Health and Human Services (HHS), and Schools. All jury members except the Foreperson should belong to a minimum of two committees. It will be challenging for any juror to be a member of more than three committees. The Foreperson can visit in on any committee meeting but is not a voting member.

Committee Assignments

Certain investigations are generally performed by each GJ. Those include an investigation of the Yuba County Jail and an investigation of Juvenile Hall. Thus, persons volunteering for the LE Committee can commence their work almost immediately.

The other committees inquire into certain areas of Yuba County government, cities, special districts, and schools on a random basis. It may be beneficial to review a list of the areas that have been addressed in the last five or six years so that new inquiries are made by your GJ. Hopefully, the outgoing GJ has left you a list the subject areas it feels still have a need to be addressed. If it has not, then you can, at your first or second meeting review the GJ reports for the past five years, make a list of the entities investigated and reported on, and from that determine what has not been addressed recently.

Committee Focus

After the period of orientation, the entire GJ decides which areas of county government it wishes to study. The law stipulates that all county departments be reviewed on a selective basis. The frequency of investigation chart, the past GJ final report index, and the departmental responses, all available in the GJ Library, provide information to assist the GJ in selecting areas for investigation. The GJ will also consider community concerns in its selection.

Jurors sign up for committees based on personal preferences, being sure to consider any possible conflicts of interest. Generally, each juror should sign up for a minimum of two investigative committees.

Each committee shall have a Chairperson, a co-Chairperson, and a Secretary to take minutes and record findings and other information. The committee Chairperson shall be named by the Foreperson after he or she seeks information from members about their interests and desires. All

other committee officers shall be voted on by the committee. Each committee should submit any draft report(s) to the Editorial Committee before presenting its findings to the full GJ.

All investigations and inspections must be made in groups of two or more members (Rule of Two – No Grand Juror acts alone) to assure accuracy and fairness in reports. Jurors must never interview or investigate alone.

Committees may suggest “Meet and Greets” for approval by the entire GJ. Meet and Greets are general informational events, not in the course of an investigation, where a public official is invited to meet with the entire GJ.

Choosing Effective Committee Chairs

The California Grand Jury Association offers the wise advice set forth in this section about Choosing Effective Committee Chairs. The language in this section is quoted verbatim from a sample document on their site.

The work of the grand jury is performed by its committees. Whether the work will be done correctly and on time depends in large measure on the personal characteristics and skills of the committee chairs. It is vital that the right jurors are chosen to fill these key positions.

CGJA recommends that the Foreperson, using an officer/committee interest form, appoint a temporary chair for each committee. (Examples of such forms are available on our website under “Jury Resources,” then “Sample Documents.”) A permanent chair should be chosen by the committee itself after enough time has gone by for the committee members to get to know each other and interact as a team. After a few committee meetings, the leaders – jurors with the following characteristics and skills – will become apparent.

Characteristics and skills:

- Organized
- Diligent and motivated
- Has enough time available to devote to the job
- Demonstrates integrity; has no personal agendas
- Can work well with a wide range of people
- Communicates effectively, in person and electronically
- Respects laws and rules
- Values collegiality and transparency
- As chair, is willing to do more work than the other members of the committee

Duties:

- Becomes well informed about jury’s duties and objectives
- Determines skills and interests of committee members
- Guides members to tasks related to their skills and interests
- Oversees development of timelines and ensures adherence to them
- Consistently communicates with other members about activities and timelines
- Focusses the committee on completing its tasks

- Discourages unnecessary discussions and activities
- Oversees the report writing and editing process
- Keeps Foreperson and Pro Tem informed of work progress and any personnel issues
- Reports about investigations and reports at each plenary meeting
- Encourages ethical and respectful behavior toward other jurors and public officials

A committee chair who does not perform effectively should be counselled or mentored by the Foreperson. When necessary, a chair can be replaced by another juror; this should be done in accordance with this Handbook and Procedures Guide.

Editorial/Continuity (ED/CON) Committee: The Editorial Committee edits draft reports and the final report, and annually revises and updates the GJ Handbook and Procedures Guide.

Immediately after empanelment, Ed/Con begins reviewing the last two years of GJ Final Reports and the responses received. Ed/Con establishes the GJ timeline and ensures it is followed.

Ed/Con has overseen Special Reports for the GJ but has not submitted a report itself since 2005.

Cities Committee: The Cities Committee investigates matters pertaining to the various city governments:

County and Special Districts Committee: The County Committee investigates the administrative functions of the County, its departments, and special districts within the County.

Health and Human Services (HHS) Committee: The Health and Human Services Committee investigates the operation of the health and welfare programs of the County.

Law Enforcement (LE) Committee: Penal Code §919 requires the GJ to look into the condition and management of public prisons within the county. The Amended Consent Decree in *Hedrick v. Grant* states that “[t]he Grand Jury shall be requested to do an analysis of whether the Yuba County Jail is in conformity with all provisions of the Amended Consent Decree and include that analysis in its yearly report.” (Prisons are defined as *a place where persons are confined, usually with cells, where criminals are confined or where accused persons are held while awaiting trial*. These places include jails, juvenile halls, penitentiaries, and reformatories.)

Schools Committee: The Schools Committee investigates the administrative functions of school districts and colleges within Yuba County.

Grand Jury Timeline

In addition to the GJ holding at least one regularly scheduled plenary session each month, the following is the suggested timeline for many of those activities:

Late June and July:

- Impanelment.
- Introduction and orientation (identification cards, building and room access, etc.)
- All jurors and alternates attend the two-day Training Seminar by the California Grand Jurors' Association (CGJA), and Foreperson and Pro Tem attend the CGJA Foreperson Workshop.
- First Grand Jury meeting is held (ideally right after impanelment).
- GJ reviews and adopts this Handbook and Procedures Guide, with amendments if needed.
- GJ elects officers.
- Foreperson makes and distributes committee assignments.
- Chairs, co-Chairs, and Secretaries are adopted by Committee.
- The Foreperson and Pro Tem meet with the County Counsel and the judge appointed by the presiding judge to supervise the Grand Jury to discuss roles and relationships.
- All jurors complete and submit Form 700 (financial disclosures) for assuming office.
- GJ reviews the reports of the prior GJ and any carryover investigation files.
- Committees start to meet, discuss their duties, and discuss possible topics for investigations.
- Each month, the jury reviews its expenditures, training needs, and this timeline.

August:

- Committees present initial investigation ideas to the full GJ.
- GJ begins authorizing investigations by supermajority vote.
- Committees begin investigations, starting with research, and then conducting site visits (if appropriate).
- Committees begin interviews, each attended by at least two jurors.
- Law Enforcement Committee begins the inspections of the Yuba County Jail.
- Foreperson begins checking with the court for responses to last year's reports; obtain copies for Editorial Committee and Librarian.

September:

- Committees continue investigations to triangulate facts and begin formulating findings and recommendations,
- GJ begins submitting legal questions through the Foreperson to County Counsel, as necessary.

October:

- All responses to last year's reports should be received by the court by October—obtain copies and send letters to any boards or elected officials who have not responded.
- If a response to a GJ report contains a future date for a response or the implementation of a recommendation, calendar the date.
- Editorial Committee reviews the responses, reports to the full GJ as to their legal sufficiency and arranges with County to have the responses posted on the GJ's website.
- Committees continue to review complaints and ideas for investigations, and present to full GJ for authorization.
- Committees continue investigations and meet with the subject of each report, unless excused by the court.
- Attend CGJA's Report Writing Workshop.

November:

- Committees begin writing reports and sending draft reports to the Editorial Committee for input; this process will recur several times.
- Editorial Committee may draft a report about responses to last year's reports, upon jury's approval (or grand jury may initiate a new investigation).

December:

- After each report is edited and re-written by both the submitting committee and the Editorial Committee, full panel reviews and provides input.

January:

- Begin sending draft reports to County Counsel, and follow up on County Counsel's suggestions.
- For reports nearing completion, committees hold exit interviews to confirm findings.
- Foreperson reviews the budget, projects its expenditures for the remainder of the term, and Foreperson contacts the Clerk of the Board of Supervisors if funding or expenditure problems are identified.
- Forward any reports that will be released mid-term to the judge appointed by the presiding judge to supervise the Grand Jury following County Counsel review and the jury's supermajority vote.

February:

- For any mid-term reports, after County Counsel review, exit interview and judge's approval, provide subject of report a copy of the relevant portion(s) of it at least two working days before its release.
- Forward mid-term report(s) to Appeal Democrat with press release after the judge appointed by the presiding judge to supervise the Grand Jury or the

Grand Jury itself provides report(s) to County Clerk.

- Post released reports on the jury's website through the County as soon as they are released. Calendar the due date for any required responses.

March:

- Each juror submits "Annual" Form 700 by the end of the month.

April:

- Foreperson may assist the Jury Commissioner and Clerk of the Board of Supervisors in preparing for the upcoming orientation of the next grand jury.
- Jurors who wish to be considered as carry-over jurors or Foreperson make intentions known to Foreperson.
- Foreperson makes recommendations to the judge appointed by the presiding judge to supervise the Grand Jury regarding carry-overs and next Foreperson, with reasons for recommendations.
- Have County Counsel review final drafts of all reports by the end of the month.
- Provide any Handbook and Procedures Guide changes to County Counsel.

May:

- Make sure that after integrating input from County Counsel, committees have had exit interviews with the subjects of all reports to discuss and confirm findings by the first week of May.
- Forward any as-yet unapproved reports to the judge appointed by the presiding judge to supervise the Grand Jury at least 20 days before they need to be approved.

June:

- Prepare electronic and hard copies of Consolidated Report.
- Deliver an electronic version of the consolidated Final Report to the County to post on the County website on or after the publication date.
- Determine if there are any matters to refer to the next GJ; if so, compile file materials and obtain approval from full GJ to provide succeeding GJ with any records, information, or evidence acquired by the GJ during its investigation to the extent permitted by Penal Code section 924.4.
- Librarian reviews all files and library materials for retention or confidential destruction and with Sergeant-at-Arms makes sure that confidential information is deleted from the computers' hard drives.
- Foreperson collects electronic keys (except from carryovers) and delivers them to the Clerk of the Board of Supervisors.
- Each juror submits "Leaving Office" Form 700.
- About three working days before the end of the term, Foreperson or designee delivers six bound copies of the consolidated Final Report to the County Clerk.
- Make sure relevant portions of reports are distributed to the subject persons or

entities two working days in advance of public release, with a letter describing response obligation.

- All jurors attend impaneling of incoming GJ, at which time this GJ will be formally discharged and thanked by the court.

July:

- Foreperson or designee must be available for 45 days after release of report to “clarify recommendations.”

Investigations

As one can see, after the GJ has staffed committees and selected topics, the hard work begins. The Chairperson of each committee should be willing to devote the time to coordinating the activities of the members of the committee and then immediately set timelines for investigations and drafting of reports.

The first draft of a report should be completed no later than the first part of February. Editing and revisions should be done in March. Final editing and approval by the editorial committee should be done no later than April. By the time the GJ sets up its committees in July, it only has eight months to do its work—and the time will go fast. The GJ Comprehensive Final Report needs to be done and approved by County Counsel and the judge appointed by the presiding judge to supervise the Grand Jury in May before the GJ will leave office, so the printer has sufficient time to print the report.

It will be beneficial to publish reports throughout the year, rather than in just a Comprehensive Final Report at the end of the GJ year. Publishing reports throughout the year will require even more diligence and focus upon timelines.

Continuity Reports are only published if they will result in a positive impact or required response. The benefit of publishing a Continuity Report is that the sitting GJ can review the responses before the end of the term and publishing of the Final Report.

Investigation Pointers

Before you actually schedule a meeting with a department, remember this advice: You need to talk to the department head or other members of management, but you also need to talk with the rank-and-file worker. If there is a particular individual affected by the department, you need to talk to that individual too. Thus, your investigation should be a three-step process. Talk to management to get their viewpoint. Talk to the rank and file employees to obtain their viewpoint without management being present and talk to anyone directly affected by the actions of management and the employees. By taking these steps you are more likely to get the “real” view of what is happening.

And, do your homework. Do not schedule an appointment until you have obtained some basic background information about the department. Sit down with your committee members and list certain questions that you would like answered. The questions can be purely informational, or they can be to clarify what is happening. This is a good way to obtain background information.

You may want to consult earlier GJ final reports to determine the last time the subject department has been investigated and the concerns of the earlier GJ. You should not divulge the topic of the interview ahead of time.

Investigation Interviews

Before beginning the interview, an admonition must be given to the interviewee. Provide the interviewee with a copy of the signed admonition. Try to put the person being interviewed at ease. At the time of the interview, do not be confrontational. You are not a prosecutor. Your job is merely to report on the workings of a particular governmental entity, and report back, making any suggestions you feel are appropriate. Select one person to conduct the questioning. The committee should have previously determined the questions it considers important to ask.

At the conclusion of the interview, allow all GJ committee members to have an opportunity to follow-up on the questions. Have one member of the committee record the answers of the interviewee. If it is true, advise the person that you are merely conducting a routine investigation. Do not give the person interviewed a list of your questions. Never divulge the answers given by any other interviewee. If you don't understand an answer, ask the question in another way. Even though you have predetermined questions, listen to the answers, and if the answers prompt additional questions, be sure to ask them. At the conclusion of the interview, ask the interviewee if he or she has anything more to add. (You'd be surprised what you might learn when you do that!) Remind the interviewee of the signed admonition.

After the interview, by all means commit your observations to a written memo for future reference when you're preparing your final report. Never give the interviewee a copy of your memorandum, or a copy of your report to "go over." Until the report is approved by the GJ, it does not speak for the GJ and to provide this information would be a serious breach of confidentiality.

Grand Jury Acts as a Body

Finally, remember that a GJ investigation must be approved by at least a super majority of the GJ. Thus, you must have a quorum to review or approve a GJ committee report. Hopefully, this information will help get you started on the right foot. Organization is half the battle. Having the support of your other Grand Jurors is crucial.

A major function of the GJ is to examine local county and city government, special districts, school districts, and any joint powers agencies located in the County to ensure their duties are being carried out lawfully.

The Grand Jury:

- May review and evaluate procedures used by these entities to determine whether more efficient and economical methods may be employed.
- May inspect and audit the books, records, and financial expenditures as noted above to ensure that public funds are properly accounted for and legally spent.

- Shall inquire into any credible charges willful or corrupt misconduct in office by public officers of every description within the County.

Anyone may ask the GJ to conduct an investigation of any issue within its jurisdiction. Whether it chooses to investigate such a complaint is entirely in its discretion and may be affected by workload, resource limitations, or legal restrictions. By law, the proceedings of the GJ are confidential. The findings, recommendations, and issues it chooses to address are published in one or more final reports.

Jail Investigation Guidelines

The Law Enforcement Committee must be aware of the 1978 Consent Decree, as amended, and how it applies to the Yuba County Jail. The 1978 Consent Decree shall be provided (generally by the County Counsel) to the GJ each year. (Amended as of January 30th, 2019)

Jail Procedures and Training of Jail Personnel

You will be provided with a “Jail Inspection Handbook” included within the Grand Juror’s Training Manual provided by the California Grand Jurors’ Association (CGJA) during your GJ training session.

The following are suggested directions, procedures, and questions:

Jail Procedures and Training of Jail Personnel

1. Have all jail personnel received the minimum 40-hour California POST training in jail procedures? Ask to see CPR and first aid cards.
2. Is one person with that training on duty in the jail on each watch?
3. Is there any update on that initial training, or other special training on such subjects as suicide prevention, fire evacuation, first aid? Ask to see the Jail Procedures Manual.
4. Are interpreters available for assisting with non-English-speaking arrestees? Who are they and where are they located?
5. Are telephone rights and bail procedures in English and Spanish prominently posted in jail area?
6. Upon booking, is the arrestee told by the jailer of the charge and bail?
7. Are arrestees offered use of a telephone at time of booking? Are the date and time of the offer and completion of call recorded on any booking document?
8. Is any follow-up made when, at first try, an arrestee is not able to contact family, friends, attorney, or a bail bondsman?

Jail Maintenance

1. Does this facility use trustees or civilian maintenance personnel? How many?
2. How often is the cell area cleaned, swept, swabbed?
3. Is anti-graffiti paint used on the cell walls? If not, is graffiti a problem? How is it handled?

Jail Health and Safety

1. At time of booking, are arrestees asked about any health problems such as heart trouble, hepatitis, VD (Venereal Disease), or TB (Tuberculosis)? What is the policy on arrestees with health problems?
2. Does this facility have a dispensary with a doctor or nurse on duty?
3. Ask for the name and address of the contract hospital. How far away is it?
4. Ask the number of meals per day and what type of meals, i.e., frozen dinners, local caterer, hot food from central facility, sack lunches?

This committee may also investigate county departments concerning criminal justice and various law enforcement related departments, offices, and agencies as follows:.

Continuity

The charge of the GJ is to review, and if deemed necessary, conduct a continuity check on prior years' GJ findings and recommendations. Continuity is defined as "*an uninterrupted flow; a coherent whole and uninterrupted connection; unbroken succession; close union of parts*" (Webster's Revised Unabridged Dictionary).

In order to assure continuity in the GJ process, the following procedures are observed:

Grand Jury Orientation

A comprehensive orientation and training program conducted by the California Grand Jurors Association will assist the new Yuba County Grand Jurors and alternates to understand and carry out their responsibilities. All alternates are highly recommended to attend this orientation and training.

The basic GJ orientation program should include:

- Briefings by the judge appointed by the presiding judge to supervise the Grand Jury, County Counsel, and District Attorney.
- Use of the GJ Handbook and Procedures Manual.

- Training provided by the California Grand Jurors' Association.
- A review of previous GJ Final Reports and Responses.
- GJ budget and claims presentation.

Orientation should be accomplished within the first four weeks, so that the GJ is then ready to begin committee work and investigations. Continuity is vital to the success of the GJ. Reviewing past GJ Final Reports and the responses received will give the new GJ solid continuity for where or how to proceed.

The GJ usually meets at the Yuba County Courthouse, 215 Fifth Street, Marysville, California.

Each juror receives a copy of the GJ Handbook and Procedures Manual, the current GJ Final Report, and identification badge/security pass. Most of the operational practices of the GJ have developed from common usage over the years and are subject to change by any GJ.

The establishment of work priorities and schedules for the GJ is essential for a productive term. The GJ is primarily concerned with the proper and orderly functioning of local government and the protection of the rights of individuals. It is responsible for inquiring into and reporting on the efficiency and operation of governmental entities within the county.

Investigations should be done with care to ensure that every entity be reviewed periodically. Areas of local government that may be investigated include county departments, cities, joint powers agencies, special districts, redevelopment agencies, and non-profit corporations established by or operated on behalf of a public entity.

The GJ receives citizen complaints. The GJ has discretion in selecting the direction of its investigations. Neither official request nor public outcry should force the jury to undertake an inquiry which it deems unnecessary or undesirable.

The GJ also may bring an accusation against a public official for willful or corrupt misconduct in office.

The investigative process should get underway early in the term. Less than a year is a short period of time to complete and report on a series of complex investigations. Time is limited.

No Grand Juror Acts Alone: “Rule of Two”

There must be at least two Grand Jurors present to conduct interviews or otherwise conduct an investigation. (See Penal Code §916.) This includes telephone calls, other than telephone calls to set up an appointment. But beware! One difficulty that you may encounter is that when a Grand Juror calls to make an appointment with a department head, or other individual, the department head’s first question is, “What do you want me to be prepared to answer?” If a Grand Juror then starts exploring specific requests, the two-person rule must be followed. One easy way to handle this is by scheduling interviews through a conference call. If your personal telephone does not have conference call capabilities, certain courthouse telephones do have that capability.

Objectivity, Impartiality, Use of Grand Jury Name and Power

Grand Jurors should be objective and impartial. Extreme, apathetic, or reckless Grand Jurors can all harm the community. Grand Jurors should not misuse their powers. A Grand Juror has the responsibility, similar to that of a judge, to be fair when considering evidence and testimony.

Grand Jurors must not identify themselves as Grand Jurors in matters other than those directly connected with GJ business. Grand Jurors must not use their status as Grand Jurors to exert influence or obtain personal favors during GJ service.

Each GJ must independently verify any findings or recommendations in a prior GJ’s report before taking any action on such findings or recommendations. Sentiment, conjecture, sympathy, passion, political leanings, and other subjective sentiments are not the proper basis for decisions by a Grand Juror.

County Administrator

The County Administrator is an agent of the Board of Supervisors and has general authority and control over all of the County departments and functions. The County Administrator and their staff are extremely knowledgeable regarding sources of information and the existence of data in which the GJ may be interested. In addition, the County Administrator and their staff are familiar with existing policies of the Board of Supervisors and administrative practices of County offices, enabling the County Administrator’s office to provide jurors with information concerning general operation of County government.

County Department Heads

It is the general policy of the Board of Supervisors that all county officers, department heads, and employees shall, to the greatest extent possible, cooperate with and assist the GJ in its investigation of county affairs. County officers are willing to answer questions pertaining to the specific functions discharged by their departments and will provide necessary data and information.

Continuity Report Tracking

It is recommended that the Editorial/Continuity committee review prior reports and make recommendations for continuity reports in the beginning stages of the GJ year.

Continuity report tracking refers to a current GJ keeping track of the work of past Grand Juries. The past GJ reports and their respective governmental responses should be available in files collated by subject in the GJ Library.

Current GJ committees may save time in identifying chronic problems by becoming acquainted with the investigations and findings of prior GJ's and by critical review of governmental comments and related actions or inactions to similar GJ recommendations over protracted periods of time.

Mid-Year Reports

Although the GJ is obligated only to submit a final report at the end of its term, reports can be issued during the year as investigations are completed. Mid-year reports draw public attention to crucial issues throughout the year when timeliness is essential. Mid-year reports have the advantage of focusing attention on a significant finding and/or recommendation that might otherwise be overlooked in the more comprehensive final report.

Any mid-year report issued during the year is also included in the final report issued at the end of the GJ term. Such a report should include responses made. A separate update of the situation can be included in a mid-year final report on the same matter if the GJ desires.

Monitoring Final Report Responses

Elected officials and governing bodies are mandated by law (Penal Code §933.05) to respond to the *findings* and *recommendations* in GJ Reports. The GJ conducts follow-up investigations on all responses received concerning the responses to the *findings* and *recommendations* in the previous GJ Report. There are three aspects of response monitoring: compliance, responsiveness, and implementation:

Compliance: The responses received must meet legal requirements as defined in Penal Code §933 and Penal Code §933.05 with respect to the timeliness of the response and whether the response met the mandated format and content.

Responsiveness: The responses must be clear and not evasive. The entities understood the issues in the report and responded accordingly.

Implementation: Implementation dates must be clearly identified in the response to the findings and recommendations.

Each newly formed committee will immediately read the last two GJ Final Reports and responses. Each committee will prepare a DRAFT report to take all notes and possible *findings* and *recommendations* (See DRAFT Report Format). The earlier each committee begins referring to the findings and recommendations the better.

Final Report

The GJ should submit a final report of its *findings* and *recommendations* at the conclusion of its term. The report must be submitted for legal review and to the judge appointed by the

presiding judge to supervise the Grand Jury no later than the end of April of the fiscal year during which it serves. Continuity Reports on individual investigations can be issued during the year if appropriate.

Findings:

Complete findings include: who, what, where, when, why (the five W's), and "how" the GJ identified the finding. All supporting documentation, interviews, and references are used to support the GJ opinion or stated finding.

Recommendations:

Recommendations must be very concise and include: who is responsible and what is to be recommended by the GJ.

Specific recommendations relative to county operations and public agencies should be listed separately from the introduction, findings, and conclusions of the GJ. Recommendations should be clear, concise, and address a particular department. Commendations are very much in order where indicated.

Committee Records and Responsibilities:

Each committee needs to compile all notes taken into the form of a DRAFT Report. All findings and recommendations can be saved and distributed to all committee members after a site visit or interview. The focus of each committee needs to be on solid findings and recommendations.

The bulk of the work is done by individual committees; however, a super majority of the full jury must concur on the report.

All Grand Jurors have equal responsibility and liability for final reports and other publicly issued materials. Each Grand Juror must carefully review all materials before they are released to the public. Particular care must be taken to eliminate judgmental and conclusionary words or phrases that are not based on evidence and that in any case might be construed as defamatory. No publication of the GJ should contain unsupported praise or condemnation.

No final report or other public document should be released that is not carefully substantiated and that has not been approved by a super majority of the GJ. Each GJ should obtain an opinion from its legal advisors regarding the inclusion of any material of an evidentiary character in any published GJ report.

Recommendations in final reports must focus on policies and procedures. Identified problems shall be accompanied by suggested solutions that are lawful, feasible, and effective. Under no circumstance shall the GJ issue a minority report that does not include all required elements. If the report does not contain any findings or recommendations, then the report shall not be published, but filed in the GJ archive.

All reports should be reviewed by the appropriate legal advisor (generally the County Counsel) on matters of possible libel and GJ jurisdiction. Members of the GJ are not immune from lawsuits for libel in connection with any statements made in their reports. Care must be exercised to ensure that all statements contained in the report are substantiated, are accompanied by appropriate recommendations, and are consistent with the GJ's statutory authority.

Grand Jury Budget

Each year, a budget is established for the GJ, and timesheets for work by the Grand Jurors are submitted to the County for payment within that budgeted amount. Categories in the budget are as follows:

Communications

Communications is the costs (computer programs, telephone long distance, etc.) of the GJ.

Per Diem Fees/Mileage/Timesheet

Per Diem Fees/Mileage are of the costs from Grand Jurors each month. The County pays for attendance at only eight meetings per month, at the flat rate of \$15 a meeting. Additional meetings may be reimbursed, but only if there are sufficient funds in the budget and the additional meetings are approved by the Foreperson and judge appointed by the presiding judge to supervise the Grand Jury. Under no circumstances may a Grand Juror charge for more one per diem meeting fee in a day, even if multiple meetings in a day are attended. Mileage is reimbursed for all approved round trip travel to and from GJ events, at a rate approved by the Board of Supervisors. Jurors should keep a copy of their monthly timesheet.

Office Expense

Office expenses are the expenses needed to conduct the GJ. These expenses include but are not limited to; printer ink cartridges, paper, supplies, copying for the GJ report, etc.

Professional Services

Professional services are the services provided by the Yuba County Courts. These services include but are not limited to IT assistance, clerk assistance, judge oversight, etc.

Travel

Travel costs are for GJ members to travel to the California Grand Jury Association training classes held in the beginning of the GJ year. The County may reimburse Grand Jurors and alternates for lunch while at California Grand Jury Association training. Original receipts must be submitted and the amount is limited. All GJ members and alternates are highly encouraged to attend their training.

GJ expenditures not covered under the GJ budget line items are paid only upon prior approval and order of the judge appointed by the presiding judge to supervise the Grand Jury.

Plenary Meetings

During its regular monthly plenary meeting, the GJ reviews correspondence, hears committee reports on investigations, discusses findings and recommendations, and considers citizen complaints. The Foreperson may schedule speakers. If accusation hearings are scheduled, they take precedence over business sessions.

Suggested Rules of Order

The GJ transacts its business with efficiency and dispatch. Meetings should be informal enough to encourage full and open discussion. It is improper for anyone who is not a member of the GJ to enter the GJ Conference Room during a meeting without an invitation.

1. The Foreperson preserves order, may speak on points of order in response to members, and decides all questions of order, subject to appeal.
2. All jurors are encouraged to speak on any subject at hand. The Foreperson ensures that discussion is orderly, that all members have their turn, and that discussion is directed to the Foreperson rather than from juror to juror.
3. The GJ may, in its discretion, direct that all citizen complaints must be in writing and with the complainant's signature. Complainants should be encouraged to use the GJ Complaint Form.
4. If a member doubts the decision of a vote, that juror may ask for a roll call.
5. No matter falling within the jurisdiction of a committee should be considered for action by the GJ without its having been referred to the proper committee for study and report. Any exception requires the consent of members present or the direction of the Foreperson.
6. The Foreperson may rule a motion or statement out of order (except one to appeal his/her decision.)
7. Specific rules of order may be waived in the interest of efficiency by a vote of the jury with consent of the majority present.
8. If, at any meeting, questions should arise that are not covered above, they shall be decided in accordance with Robert's Rules of Order, Revised.

Collegiality

In all deliberations, jurors have equal rights and responsibilities. No juror may discourage other jurors from satisfying themselves fully with the evidence before casting their vote.

Jurors should not exert undue pressure on others to change their minds. A juror may express their opinions and views calmly, emphatically, and reasonably, but no Grand Juror should be dictatorial.

Only one speaker at a time will be allowed at general meetings. While speakers have the floor, jurors will not engage in side discussions.

GJ meetings must allow sufficient time for all members to express their opinions. All members may request votes on any topic being discussed. Each juror should consider carefully the views and opinions of fellow Grand Jurors.

Hold-over or carry-over jurors have no more authority or responsibility than newly appointed Grand Jurors. The second-term Grand Juror has, however, the added responsibility of not dominating or influencing fellow Grand Jurors.

Hold-over or carry-over jurors do have current experience of the latest GJ and are very important to the continuity of the GJ. Hold-over or carry-over jurors can assist in the quick orientation of committees.

Absences of Jurors

Attendance for each juror must be regular and punctual. A juror must obtain permission to be excused from GJ meetings or activities they are scheduled to attend. A juror who will be absent should notify the Foreperson or the Secretary as soon as possible.

If a juror misses two unexcused consecutive meetings, the Foreperson shall inform the judge appointed by the presiding judge to supervise the Grand Jury by letter of the juror's attendance record. The Foreperson may also include in their letter a recommendation regarding the juror's continuing service.

It is assumed that all jurors have agreed to devote approximately two days a week to their jury duties. Within reason, jurors may be excused when pressing personal business or family matters require their attention.

Reasonable vacations will be allowed during the year. A juror should request in advance to be excused by speaking to the Foreperson and by placing the juror's name on the vacation calendar for the days on which they plan to be absent. No single vacation absence should exceed three weeks.

Resignations

Any Grand Juror who, for any reason, must resign from the GJ should do so in writing. The resigning juror is obligated to turn over the GJ Handbook and Procedures Manual, the Grand Juror's identification badge, and all committee records, reports and e-mails pertinent to matters under investigation. This includes any personal notes on confidential matters as well as notations regarding interviews or hearings.

General Dress Appearance and Conduct

Although routine meetings may be conducted with a certain degree of informality, those at which witnesses appear should be conducted with as much dignity as would be expected in a court of law. Trial juries are required to maintain proper dress and demeanor, and a GJ should be even more careful in this regard. Professional dress, appearance, and hygiene of all GJ members reflect the professional conduct. Shorts, flip flops, t-shirts, tank tops, etc. are not recommended GJ attire.

Audible expression on the part of any Grand Juror denoting either approval or disapproval of any witness or testimony violates proper jury-like decorum. Approving or disapproving gestures of the head, hands or body, also violates proper conduct.

Complaints

Among the responsibilities of the GJ is the investigation of the public's complaints to assure that all branches of city and county government are being administered efficiently, honestly and in the best interest of its citizens. Complaints submitted to the GJ will be treated confidentially. The names of complainants and informants shall not be publically revealed.

Confidentiality must always be maintained. There should never be an instance where confidentiality cannot be maintained.

Complaint Process

Complaints are handled by the committee responsible. Complaints are discussed by each committee as soon as possible. Each committee will review the complaint and determine whether to complete an investigation.

Properly documented complaints with copies of pertinent information and evidence will be discussed in each committee.

Suggested Form Letters for Complaints

Suggested Wording for Acknowledgement of

Complaint

Date

Mr., Ms., Mrs.

Re: Grand Jury File No.:

Date Received:

Dear:

Your letter has been read to the full panel of the Grand Jury and assigned to the appropriate committee for study. Its recommendations, if any, may be contained in an interim or final report. The Grand Jury is prohibited by law and by its own policy from disclosing any aspect of an inquiry (Penal Code §§ 911, 924.2, 933.)

The Yuba County Grand Jury thanks you for your interest and shares with you the resolve to maintain an effective and efficient local government.

Sincerely,

Foreperson

Yuba County Grand Jury

Suggested Wording for Refusal of Complaint

Refusal for Prior Consideration

It is the understanding of this Grand Jury that the problem (matter) you referred to us was presented to a previous Grand Jury. After consideration, the case was closed. It will not be re-opened unless you can furnish evidence of a more recent occurrence and/or new data not previously brought to that Jury's attention.

Refusal Due to Later Developments

It is the understanding of this Grand Jury that the problem you refer to in your correspondence/complaint has been resolved by _____. Accordingly, the Grand Jury is taking no further action in this matter.

Refusal for Lack of Jurisdiction

After consultation with legal counsel, it is the opinion of this Grand Jury that the topic of your letter is not properly within its jurisdiction; hence, it is taking no further action in this matter.

Refusal Where Matter is Before the Courts

The Grand Jury has no jurisdiction over matters before the courts. Where there have been irregularities in court proceedings, or erroneous actions, the person who has been aggrieved is limited to remedial procedures within the court system.

Refusal Due to Priorities Where Other Remedies Exist

It is regretted that limitations upon the time of the Grand Jury and the duties placed on it under California law require the establishment of priorities. In view of other remedies available to you, the Grand Jury is not taking further action regarding this matter at the present time. It will, however, bear in mind your statements in consideration of this or related matters.

Refusal Due to Priorities Where Elected Officials Are Involved

It is regretted that limitations upon the time of the Grand Jury and the duties placed on it under California law require the establishment of priorities. It appears that the matters you raised, involving an elected official have been discussed in the press and are a subject of general public knowledge. The Jury feels that an adequate remedy lies in the electoral process through which an elected official's judgment or actions will be considered by the voters.

Refusal for Lack of Detail

Your complaint alleging certain charges contains insufficient evidence to warrant study by this Jury. Unless you can support these allegations by specific information including dates, names, and acts or occurrences, the Grand Jury will consider this case closed.

Refusal after Preliminary Inquiries

The Yuba County Grand Jury has made preliminary inquiries into the circumstances relating to your complaint and considers that no action by this jury is warranted.

Suggestion for Legal Counsel

It is suggested that you may wish to consult with legal counsel as to your rights and remedies in this matter.

Closing of Letter

The Grand Jury will, however, bear in mind your statements (letter, complaint) in its consideration of this or related matters.

The Grand Jury will, however, bear in mind your statement in future contacts with the (X Department, Agency, etc.)

Although the Grand Jury cannot assist you in your personal complaint, be assured that the information you have provided will be given due consideration.

Suggested Letter from Foreperson

Dear:

The Yuba County Grand Jury appreciates your recent appearance. The information you provided is helpful and it will be given careful consideration as the Grand Jury undertakes its review of the related area of concern.

The Grand Jury relies on the cooperation of concerned citizens to be effective in its task of monitoring Yuba County government, cities, and special districts.

Sincerely,

Foreperson

Yuba County Grand Jury

CGJA’S SAMPLE TEMPLATE FOR REPORTS (modified to include some additional material and to use all Times New Roman, with 24 point bold all caps for title, 14 point bold all caps for headings, 12 point bold first letter caps for subheadings, and text in 12 point)

Make the title page for the report on a separate page and start the title on the third line. Pictures may be used. The title page should contain a date and draft number on it. These should be changed as additional drafts are created.

SUMMARY

Highlight and type over this line to enter material.

GLOSSARY (if needed; can also be placed at the end of the report)

Highlight and type over this line to enter material.

BACKGROUND

Highlight and type over this line to enter material.

METHODOLOGY

Highlight and type over this line to enter material.

DISCUSSION

Highlight and type over this line to enter material.

Use Subheads as Appropriate (Heading 2, in First Letter Caps only)

Highlight and type over this line to enter material.

FINDINGS

F1. Type findings here.

F2. Type findings here.

RECOMMENDATIONS

R1. Type recommendations here.

R2. Type recommendations here.

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the grand jury requests responses as follows:

From the following elected county officials within 60 days:

Type titles of individuals here and list the findings and recommendations (by number) to which each individual must respond. (Bullets will be added automatically when you hit return or enter.)

From the following governing bodies within 90 days:

Type names of governing bodies here and list the findings and recommendations (by number) to which each board must respond.

INVITED RESPONSES

Type titles of local government officials (other than elected county officials) here and list the findings and recommendations (by number) to which each individual is invited to respond.

Reports issued by the Grand Jury do not identify individuals interviewed. Penal Code section 929 requires that reports of the Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Grand Jury

BIBLIOGRAPHY (if needed)

Type here

APPENDIX (if needed)

DISCLAIMER (if needed)

Guidelines For Report Writing:

The following material is from the CGJA Training Manual (Revised March 2019) and does a fine job of briefly describing the various sections of a Grand Jury report:

Most grand jury reports use the following format, which represents CGJA's best practice advice. But each grand jury is free to decide for itself how to organize its reports. Reviewing prior reports and reports prepared by other county grand juries may be informative.

- 1. Title Page** – includes the name of the grand jury, the issue date, and the title of the report. The title should be concise and descriptive of the subject matter so it can be found using an electronic search for a topic. Avoid sarcastic, denigrating, or overly cute titles. Do not ascribe a report to a particular writer or committee—it is a *grand jury* report and the entire jury is its author.
- 2. Summary** – a capsule description of the report's major issue(s), findings, and recommendations. It looks like a press release. It makes the report more understandable. The summary typically appears first in the report but is usually written last. Almost everyone who sees the report will read the summary. If the summary is compelling and well written, most people will want to read more.
- 3. Background** – provides a history of and justification for the investigation. It explains the circumstances and events that led to the study. It answers the unspoken question, "Why did the grand jury investigate this topic and why now?" It can also provide some general information about the topic to place the report in context.
- 4. Methodology** – states the techniques and resources used to collect the facts. It states in general terms who was interviewed, any site tours taken or inspections made, and the research conducted. In order to protect your sources, neither individual names nor titles of sources should be included here—or anywhere else in the report. This section answers "how" the investigation was conducted. It helps establish the credibility of the report by showing that the investigation was thorough and evenhanded.
- 5. Discussion** – contains in a narrative format the detailed information derived from the investigation. It is the longest section and the main body of the report. In most cases, the Discussion will contain several subsections.

This section includes the relevant verified **facts**. The facts must lead to and prove your findings. Only those facts that are logically connected to the issues should be included.

A **fact** is something known with certainty. Facts have demonstrable existence. They are real. Facts are not hearsay, rumor, innuendo, or opinion. They are neutral, precise, and accurate. They have been determined by analyzing the evidence and weighing the credibility of the sources of that evidence, and have been triangulated – verified by two or more sources.

Precise quantitative facts have greater credibility than those that use indefinite quantifiers such as "most" or "few."

Penal Code section 929 prohibits a grand jury from including unverified evidence in its reports, except with the prior approval of the judge appointed by the presiding judge to supervise the Grand Jury and only if any information leading to the identity of witnesses is redacted. Section 929 was enacted in response to a California Supreme Court's decision prohibiting "raw evidence" in a report. (*McClatchy Newspapers v. Superior Court* (1988) 44 Cal.3d 1162)

"Raw evidence" is unverified information. Raw evidence is not a fact, because facts are always verified. It often takes the form of a statement to the effect that a particular person gave certain information to the grand jury. Revealing raw evidence is improper because a grand jury report is not a mere recording of the evidence the jury received. Instead, the jury must weigh the credibility of the evidence and verify it through several sources to ensure that the information is true before including it in the report. The only information that does not need to be verified is that from documents that are confirmed to be current and which are inherently reliable, such as state and federal government data, reports, or publications.

6. **Findings** – are required by PC section 933(a). A finding is a conclusion or judgment based on the facts, not just a restatement of a fact. Penal Code section 916 states that all findings must be supported by "documented evidence" (which means verified facts). Findings confirm or disprove the issues described in the Summary or Background section. They usually identify what needs to be fixed, improved, or corrected. They bridge the gap between the facts and the recommendations. If the facts warrant a commendation, a finding can be positive - identifying what is right or being done well. A finding should ordinarily be a single declarative sentence. Don't combine two conclusions into a single finding.
7. **Recommendations** – Penal Code section 916 requires that "all problems identified in a final report (must be) accompanied by suggested means for their resolution, including financial when applicable." We take this to mean that solutions must be included if any problems are identified in the findings. It also means that each recommendation must relate back to at least one finding.

A recommendation states what the grand jury believes can and should be done, and by which official or board, to mitigate or solve the problem identified.

Each recommendation should be:

- specific (who is to do what and by when)
- limited to a single action (not compound)
- logically related to the problems identified in the findings
- practical and achievable
- financially feasible

- within their authority to implement
- not in violation of any laws

Generalizations such as “Do a better job” or “Raise money to fix this problem” are not specific enough and are unlikely to be implemented.

Recommendations are not required if the findings are all positive and do not identify problems.

Note: It is useful to number the findings and recommendations in the appropriate sections of the report so they can be easily be referenced when requesting responses.

- 8. Required responses** – directs the governing board and/or elected county official who was the subject of the investigation to respond to specific findings and recommendations following the format required by PC sec. 933.05.

Invited responses – only governing boards and elected county officials are required to respond to grand jury reports. However, many grand juries invite other public officials – such as appointed county department heads, county or city administrators, or special district general managers – to respond to designated findings and recommendations under a caption, “Invited Responses.”

- 9. Appendix** – the place to put things that relate to the report but are not essential to the text, such as maps, data tables, or excerpts from statutes. A **glossary** or **bibliography** can be part of the appendix or a stand-alone section, placed elsewhere in the report.

(Extended quotation from California Grand Jurors’ Association Training Manual, Revised March 2019, Tab 7, pp. 4-6.)

Admonition to Witnesses

The Grand Jury should use an Admonition whenever it interviews witnesses. Such Admonition should read as follows:

ADMONITION

All grand jury proceedings are conducted in secret session. You and each of the grand jurors participating in today’s session have the obligation to observe this rule of secrecy. Records of this proceeding may only be obtained by subpoena, court order, or a transcript if one is made public.

You are admonished not to reveal to any person, except as directed by the court, which questions were asked or what responses were given today. You are further admonished not to reveal any matters concerning the nature or subject of the grand jury’s investigation that you learn during your appearance today. This admonition will remain in effect unless and until such time as a transcript (if any), or a final report of this grand jury proceeding is made public, or until you are authorized by the grand jury or the court to disclose such matters.

A VIOLATION OF THIS ADMONITION IS PUNISHABLE AS CONTEMPT OF COURT.

Do you understand this admonition as I have read it to you?

• • • • •

I acknowledge that the foregoing admonition was read to me prior to giving my testimony before the Grand Jury of Yuba County, that I understand the admonition, and that I understand my obligation to comply with it.

Dated: _____

Signature of Witness
Printed Name: _____

Dated: _____

Signature of Juror Reading Admonition
Printed Name: _____

The GJ takes the Admonition seriously and conveys to the witness the seriousness of the Admonition while at the same time causing the witness to be as comfortable as possible. Generally speaking, what goes on in the jury room stays in the jury room.

If the witness refuses to sign the Admonition, terminate the interview immediately.

An easy way to administer the Admonition is to provide two copies of the Admonition to the witness. Ask them to read, sign both, and keep one for their record. However, if you wish to read the Admonition to the witness you may do so.

At the end of the interview and prior to the witness leaving the jury room, or wherever the interview takes place, remind the witness of the Admonition and the GJ's commitment to secrecy.

If follow-up interviews are required after an initial interview, even if by telephone remind the witness that they are still (admonished) under the Admonition. If a follow-up is required by telephone, remember the "Rule of Two" always applies.

Tables

The following tables show which committees are responsible for which cities, schools, special districts, departments, and other agencies. The tables also set forth the year in which those committees have investigated the entities or had tours or meet and greet events with them.

Cities Committee	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
City Council																					X	X		
City of Marysville		X	X				X	X				X				X							X	
City of Wheatland																							X	
Marysville Business Improvement District	X										X													
Marysville City Cemetery																								X
Marysville City Clerk's Office																								
Marysville City Council Meeting Minutes															X									
Marysville Fire Department				X					X								X				X	X		
Marysville Public Works										X								X						
Marysville Red Light Camera system										X							X							
Marysville Redevelopment Agency						X																		
Marysville Website															X									
Parks & Recreation - Ellis Lake																		X						

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County and Special Districts Committee	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Admisitrative Services		X								X														
Admisitrative Services - IT											X													
Agriculture																								
Airport Enterprise Zone		X																						
Assessor																								
Auditor / Controller								X	X															
Board of Supervisors	X				X	X		X	X															
BoS - Ordinances					X																			
BoS - Yuba County - Office Hours			X																					
Brophy Water District																								
Browns Valley Irrigation District		X	X																					
Building - Permit Fee																	X	X						
Camp Far West Irrigation District																								
Camptonville Community Services District																								
Cemetery District - Browns Valley																								
Cemetery District - Brownsville						X												X						
Cemetery District - Camptonville																		X						
Cemetery District - Keystone						X												X						
Cemetery District - Marysville														X				X						

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County and Special Districts Committee Con't	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Cemetery District - Peoria						X												X						
Cemetery District - Smartsville																		X						
Cemetery District - Strawberry Valley																		X						
Cemetery District - Upham																		X						
Cemetery District - Wheatland																		X						
Clerk/Recorder/Elections								X			X													
Clerk of the Board																								
Code Enforcement							X						X											
Community Development												X	X											
Cordova Irrigation District																								
County Administrator																								
County Counsel																			X					
District 10 - Hallwood Community Services District																								
Dobbins-Oregon House Fire Protection District																								
Economic Development									X															
Foothill Fire Protection																			X					
General Services - Buildings and Grounds																								
Levee District 817																								
Library																								
Linda County Water District																							X	
Linda Fire District																				X				

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County and Special Districts Committee Con't	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Local Agency Formation Commission (LAFCO)									X	X														
Loma Rica-Browns Valley Community Services District																								
Marysville Levee District													X											
Mosquito and Vector Control District																			X					
Nevada Irrigation District																								
North Cental Counties Consortium (NCCC)										X														
North Yuba Water District																							X	
Office of Emergency Services																X			X		X			
Olivehurst Public Utility District (OPUD)						X		X				X										X		
Olivehurst PUD - Fire			X																					
Olivehurst PUD - Water																								
Personnel Risk Mangement																								
Plumas/Brophy Fire Protection District																								
Print Shop																								
Public Administrator		X																						
Public Works Road Department				X	X					X								X						
Ramirez Water District																								
Reclamation District 10																								
Reclamation District 784	X			X				X		X														
Reclamation District 817																								
Reclamation District 2103																								

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County and Special Districts Committee Con't	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Local Agency Formation Commission (LAFCO)									X	X														
Loma Rica-Browns Valley Community Services District																								
Marysville Levee District													X											
Mosquito and Vector Control District																			X					
Nevada Irrigation District																								
North Cental Counties Consortium (NCCC)										X														
River Highlands Community Service								X				X	X											
Smartville Fire Department											X													
South Yuba Water District																								
Three Rivers Levee Improvement Authority														X										
Treasurer/Tax Collector									X															
Weights and Measures																								
Wheatland Water District																								
Yuba County Airport				X	X						X			X				X	X					
Yuba County Resource Conservation District																								
Yuba County Water Agency					X				X	X	X													

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Health and Human Services	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Adult Services					X			X			X													
CAL Works																								
Child Protective Services		X	X	X	X		X						X					X						
Day Care																								
Environmental Health									X															
Environmental Health - Personnel																								
Environmental Health - Onsite Sewage									X															
Environmental Health - YSDI																								
First Five Yuba Commission														X										
Fraud Investigations									X															
Health and Human Services										X			X											X
H&H Services Home Safety Visits																X								
Health Department							X																	
Life Building/14Forward																							X	
Mental Health Services																								
Peach Tree Clinic																								
Public Guardian		X	X					X																
Yuba Sutter Veterans Services									X															X

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Law Enforcement	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Animal Care Services	X	X	X					X					X	X								X		
District Attorney																								
DA - Family Support Division			X	X																				
DA - Public Administrator			X																					
Grand Jury - Report System						X																		
Juvenile Hall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Juvenile Traffic Court																								
Marysville Police Department								X				X		X								X		
Probation								X	X															
Public Defender																								
Sheriff	X							X	X												X	X		
Sheriff - K9 Unit																								
Victim Witness - Probation Department				X																		X		
Wheatland Police Department												X						X						
Yuba County Jail	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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Schools	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Abraham Lincoln (Home) School	X																							
Alternative Education Program																								
Anna McKenny Intermediate									X															
Arboga Elementary School																		X						
Bear River Intermediate																						X		
Browns Valley Elementary									X										X					
Campton Union School District																								
Cedar Lane Elementary School																		X						
Charter School	X																							
Citizen Bonds Oversight Com														X										
Cordua Elementary																								
Core Charter																								
Dobbins Elementary School										X														
Edgewater Elementary																								
Edward P. Duplex Continuation High School																								
Ella Elementary																								
Food Services - School Meals Program						X																		
Foothill Intermediate School																	X	X						
Harry P.B. Carden																								
Johnson Park Elementary																								
Kynoch Elementary																								

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Schools Cont	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Linda Elementary																								
Lindhurst High								X												X		X		
Loma Rica Elementary School													X											
Lone Tree Elementary																								
Mary Covillaud Elementary School										X								X						
Marysville Charter Academy for the Arts																								
Marysville Community Day School																								
Marysville High								X																
Marysville Independent Study																								
Marysville Joint Unified Board			X		X			X	X		X		X				X		X					
Office of Education																								
Olivehurst Elementary School									X															
Plumas Elementary School																								
Preparatory Charter School																								
Regional Career Center JPTA																								
School Safety - Yuba County Schools							X																	
South Lindhurst High School																							X	
Thomas E. Mathews																								
Virginia School																							X	

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Schools Con't	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Wheatland Charter Academy																								
Wheatland Elementary School																		X						
Wheatland High																							X	
Wheatland School District									X	X														
Wheatland School District Building																								
Yuba College																								
Yuba County Career																								
Yuba County of Education																								
Yuba Feather Elementary																								
Yuba Gardens Int.																								

Special Reports	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
Sewage Appeals Board	X																							
Social Media																							X	
Youth Project - Runaway Youth									X															
Yuba County - 1997 Flood	X																							
Yuba Park	X																							
Yuba River Access																								