**Sample Follow-up Letter to Respondent – Past Due Response**

[The Penal Code does not explicitly authorize grand juries to communicate with boards or officials who are required to respond to the findings and recommendations in grand jury reports. For this reason, the grand jury should get the approval of its presiding or supervising judge before communicating with respondents about their responses. Letters should be sent to required respondents only.]

[Print on Grand Jury Letterhead]

(Date)

(Official’s name and title)

(Entity)

(Entity’s address)  
  
Re: Your Response to (Title of grand jury report and its release date)  
  
Dear (Name of official):

Neither the Superior Court nor the Grand Jury has received your response to the above-titled report, as required by Section 933(c) of the California Penal Code, quoted below.

Please advise us within 10 days of the date of this letter as to the date you will submit this response to the court and the Grand Jury.

(Optional language that can be added to any letter: We would also like you to be aware that it is our policy to indicate on the Grand Jury’s website those responses that are past due or non-compliant. This status will be changed once a response is received or amended.)

Sincerely,

(Signature)

(Name), Foreperson

(Term and name) Grand Jury

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| California Penal Code §933, subdivision (c) (excerpt, emphasis added)  (c) **No later than 90 days** after the grand jury submits a final report on the operations of any public agency subject to its reviewing authority, the governing body of the public agency shall comment to the presiding judge of the superior court on the findings and recommendations pertaining to matters under the control of the governing body, and every elected county officer or agency head for which the grand jury has responsibility pursuant to Section 914.1 shall comment **within 60 days** to the presiding judge of the superior court, with an information copy sent to the board of supervisors, on the findings and recommendations pertaining to matters under the control of that county officer or agency head and any agency or agencies which that officer or agency head supervises or controls. |