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# Statement of Economic Interests (Form 700)

**Instructions**

As required by the Political Reform Act of 1974, Shasta County has adopted a CONFLICT OF INTEREST CODE. The law requires each grand juror, as a “Designated Employee”, to file a Statement of Economic Interests (Form 700), disclosing certain financial interests.

The Statement of Economic Interests (Form 700) must be submitted three times:

* upon taking office,
* at the end of the calendar year, and
* upon leaving office.

There are two ways to file:

* At the beginning of the term, the Clerk of the Board send an email to every Juror’s personal email address with a link to file online through NetFiler.
* Paper copies of completed statements can also be submitted to the Clerk of the Board.

Disclosure includes:

1. Any reportable interests in real property. (Reportable interests include all real property within Shasta County except your personal residence.)
2. Any reportable investments and business positions held in business entities which have done business with the County government in the previous two (2) years.
3. Any reportable income from business entities which have done business with the County government in the previous two (2) years.
4. Any reportable income from individuals who are county employees.

Read the instructions included in each page in the Statement of Economic Interests (Form 700) for specific information as to what are reportable interests, investments, and income.

If you have further questions, please contact the California Fair Political Practices Commission (FPPC) by phone Monday – Thursday, 9:00 a.m. – 11:30 a.m., or by email:

Phone: 1-866-ASK-FPPC
(866) 275-3772 \*2

Email: Advice@fppc.ca.gov

# GRAND JURY CLAIM FORM GUIDELINES

## General

Attached is a blank copy of the “Grand Juror’s Monthly Record Sheet (Claim Form)”. Jurors wishing to be paid for Grand Jury related mileage or per diem, or for reimbursement for other expenses or purchases, must fill one out every month. The forms are turned into the Foreperson or his/her designee, who submits them to the County Administrative Office after signing them.

Shasta County Ordinance 623 allows a juror to be paid a per diem (daily stipend) of $15, plus mileage, for any day that the juror attends at least one full panel or committee meeting, but only if a quorum is present at the meeting. The per diem is also payable for participation in an authorized facility tour or authorized witness interview.

Jurors are also allowed reimbursement for certain travel and training expenses. Finally, jurors may also be reimbursed for other routine expenses such as the purchase of office supplies or postage for the Grand Jury, upon submission of the Record Sheet and appropriate backup documentation (receipts). However, these supplies should be requested by the Foreperson or his/her designee from the County Administrative Office. Major purchases and equipment rental will be handled by the County Administrative Office on behalf of the Grand Jury.

Due to the Grand Jury’s limited finances, as many claimable activities as possible should be scheduled each day, to limit budget expenditures.

## Per Diem and Mileage

As noted above, Jurors are entitled to be paid a per diem of $15 for any day they attend a full panel or committee meeting during which a quorum is present. The per diem and mileage is payable for authorized inspections of facilities (such as a tour of the jail or Sugar Pine Conservation Camp) and for interviews that take place out of the Grand Jury office. Only one per diem is paid, even if jurors attend several activities on one day.

With regard to a claim for per diem and mileage, the Juror must include on the Record Sheet the total mileage, whether the activity involved the full panel (“plenary”) or a committee, and a general description of the location of the activity. The location will be either “GJ Office” or will indicate a tour, inspection, or interview at a general location (such as “Redding” or “eastern Shasta County”).

Do **not** include the name or title of the person interviewed or the exact location of the activity, as that information would tend to reveal the identity of witnesses or the nature of the investigation. See the attached example (B-1).

In accordance with IRS regulations, the Shasta County Auditor-Controller now requires verification of mileage claimed by Jurors for reimbursement. The Auditor-Controller will allow mileage to be claimed in one of two ways:

* Record your beginning and ending odometer readings on the Record Sheet.
* Calculate the mileage via a mapping website (MapQuest, Google Maps) and attach a printout of the map which shows the roundtrip mileage.

The map printout only needs to be provided once, and the County Administrative Office will keep a copy of the printout for future monthly claims with the same route.

Please note if you use this method, you will need to track your odometer readings or provide printouts for times when you perform Grand Jury duties at locations other than the Grand Jury office.

Note: Jurors are not entitled to receive per diem or mileage for activities except those described above. For example, no payments will be made to attend training, to drive to the library to conduct research, to attend a ceremony at court (even upon a judge’s invitation), to attend an autopsy, to attending governing board meetings, to pick up the mail, etc.

## Meals

Section 20.5.A. of the Shasta County Personnel Rules allows for limited meal cost reimbursement, at the following maximum rates:

Breakfast: $6

(necessary travel began not later than 7:00 a.m. and extended for at least four hours)

Lunch: $10

(necessary travel began not later than 11:00 a.m. and extended for at least four hours)

Dinner: $18

(necessary travel began not later than 5:00 p.m. and extended to after 7:00 p.m.)

Any meal costing over the maximum shall be reimbursed upon submission of a receipt. All costs for which reimbursement is sought must be “reasonable and necessary” under State law; efforts should be made to keep reimbursable expenses as low as possible.

For meetings in outlying areas such as Burney or Fall River Mills, meals will be reimbursed as long as a committee or team stays onsite and continues to conduct Grand Jury business (in a confidential manner) during the meal.

Jurors will be reimbursed for tips paid to servers of meals in restaurants, in the actual amount paid, not to exceed 15% of the cost of the food and non-alcoholic beverages. Reimbursement is not authorized for alcoholic beverages.

In order to obtain reimbursement for meals at the above rates or with a receipt, the Record Sheet must indicate the time the Juror left for the meeting and the time the Juror returned.

## Training Expenses

Jurors are **not** entitled to reimbursement for travel expenses related to in-county training.

However, a Juror who is unable to attend the Redding regional seminar given by the CGJA might attend a regional seminar in another location elsewhere in the State. In addition, some Jurors will attend the CGJA’s Report Writing Workshop, which may be held out of county. Jurors shall be reimbursed for actual training expenses incurred in such out-of-county training pursuant to Shasta County Ordinance 623. This includes hotel accommodations, meals, mileage, parking fees, and any training fees. However, the $15 per diem cannot be obtained for any kind of training. All out-of-county CGJA training must be approved in advance by the Foreperson.

In order to seek reimbursement for the cost of a hotel, the Juror must provide a hotel receipt. A Juror may not claim any personal services related to out-of-county travel, such as telephone calls, room service, movies, etc. No matter when the training starts, even quite early in the morning, a Juror may claim only one night of hotel accommodations for each training program.

If the Grand Jury has not already paid the training fee for the CGJA training, the Juror will need to provide a copy of the completed registration form and a copy of the cancelled check in order to be reimbursed.

## Record Sheet

Each juror must submit a Grand Juror’s Monthly Record Sheet (Claim Form) by the 10th of each month for costs incurred the preceding month, unless he or she has not incurred any allowable expenses or has chosen to waive reimbursement. A new Record Sheet should be filled out for each month.

The Foreperson or his/her designee is required to review and approve each Record Sheet before it is submitted to the County Administrative Office. The Foreperson (or designee) or the County Administrative Office Analyst may return a Record Sheet to a Juror for clarification or correction. The Analyst will insert onto the Record Sheet the necessary account numbers and other information allowing the Auditor-Controller’s Office to process payment.

Jurors are reminded that their failure to sign and/or date the Record Sheet or to insert all necessary information will delay the reimbursement process.

FOR FURTHER INFORMATION, CONTACT:

County Administrative Office

Attention: Ayla Tucker, Administrative Analyst

1450 Court Street, Room 308A

Redding, CA 96001

County Administrative Building, Third Floor

(530) 225-3736

atucker@co.shasta.ca.us

# Officer/Committee Assignment and Computer Skills Questionnaire

Name:

Address:

Phone Numbers: Home: Cell/Work:

Email Address:

Prior Grand Jury experience? □ Yes □ No

If yes: County of service:

 Year(s):

 Officer? □Y □ N If yes, position:

 Committee Assignments:

Local government employment (past or current)? □ Yes □ No

If yes: Entity:

 Department/Division:

 Position(s) held:

 Year(s) employed:

Spouse/Partner/Close relative government employment (past or current)? □ Yes □ No

If yes, describe:

Experience/Skills you possess that may be of value to the Grand Jury (accounting or bookkeeping, interviewing, notetaking, report writing or editing, computer literacy, etc.):

Local government issues of interest to you that might be appropriate for Grand Jury review:

Officer position(s) you would like to be considered for:

Committee(s) you would like to serve on:

Any committee(s) you would prefer *not* to serve on:

Describe any conflict or appearance of conflict of interest you might have regarding the investigation of any local government entity:

Number of hours you will be able to devote to in-office Grand Jury work each week:

Using the table below, mark the times you will (typically) be available for meetings:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00 a.m. |  |  |  |  |  |
| 9:00 a.m. |  |  |  |  |  |
| 10:00 a.m. |  |  |  |  |  |
| 11:00 a.m. |  |  |  |  |  |
| 12:00 p.m. |  |  |  |  |  |
| 1:00 p.m. |  |  |  |  |  |
| 2:00 p.m. |  |  |  |  |  |
| 3:00 p.m. |  |  |  |  |  |
| 4:00 p.m. |  |  |  |  |  |
| 5:00 p.m. |  |  |  |  |  |
| 6:00 p.m. |  |  |  |  |  |
| 7:00 p.m. |  |  |  |  |  |
| 8:00 p.m. |  |  |  |  |  |
| 9:00 p.m. |  |  |  |  |  |

Other comments:

**Shasta County Grand Jury**

**computer skills questionnaire**

Name: Date:

What type of operating system do you have?

Do you have reliable internet access? ⎕ Yes ⎕ No

If not, how can you be reached to receive important documents?

Computer proficiency level:

⎕ Proficient ⎕ Intermediate ⎕ Beginner ⎕ I do not own a computer

I am comfortable with:

⎕ Using Microsoft Outlook (email)

⎕ Using Microsoft Outlook (calendar)

⎕ Sending/downloading email attachments

⎕ Copy/pasting and sending internet links in email

⎕ Internet research

⎕ Using Word templates

⎕ Tracking Changes in Word

⎕ Creating graphs and charts in Word and/or Excel

⎕ Creating/converting PDFs

⎕ Using an office copier

⎕ Using an office scanner

⎕ Using an office fax machine

⎕ Using flash drives

⎕ Using handheld voice recorders

⎕ Downloading MP3 files

I would like additional training on:

⎕ Using Microsoft Outlook (email)

⎕ Using Microsoft Outlook (calendar)

⎕ Sending/downloading email attachments

⎕ Copy/pasting and sending internet links in email

⎕ Internet research

⎕ Using Word templates

⎕ Tracking Changes in Word

⎕ Creating graphs and charts in Word and/or Excel

⎕ Creating/converting PDFs

⎕ Using an office copier

⎕ Using an office scanner

⎕ Using an office fax machine

⎕ Using flash drives

⎕ Using handheld voice recorders

⎕ Downloading MP3 files

# Sample Grand Jury Plenary Meeting Agenda

**SHASTA COUNTY GRAND JURY**

**MEETING #21 AGENDA**

**JANUARY 12, 2017**

**Call to Order:** [Foreperson or Pro tem]

**Roll Call:** [Recording Secretary]

**Minutes:** [Recording Secretary]

**Correspondence:** [Corresponding Secretary]

**Old Business**

1. **Scheduled Tours:**
	1. [Reporting Juror]: Tour 1 – [day], [date], at [time]
	2. [Reporting Juror]: Tour 2 – [day], [date], at [time]
2. **Scheduled Training:**
	1. [Workshop]: [day], [date], at [time]
3. **Community Invitations/Socials:**
	1. SCGJA Social: [location], [day], [date], at [time]

**Committee Updates**

1. **Audit Finance:** [Audit Finance Chair]
2. **Con-Ed:** [Con-Ed Chair]
3. **City:** [City Chair] *(recusals – [report]: [Juror]. [report]: [Juror], [Juror])*
4. **County:** [County Chair]
5. **Criminal Justice:** [CJ Chair]
6. **IT:** [IT Chair]
7. **LD&A:** [LD&A Chair] *(recusals – [report]: [Juror])*
8. **Ad hoc:** [Ad hoc Chair]

**New Business**

1. **SCGJA Meeting:** Next meeting [speaker] will be speaking.
2. **Upcoming Dates:**
	1. [info]
	2. [info]

**County Counsel:** Recap of last meeting. Next CC meeting [day], [date], at [time].

**Budget/Expense Claims:** Issues? Please turn in [month] forms by [date]!

**Housekeeping/Snack-retary:** [Snack-retary] – funds good?

**Round Table:** Time to bring up any concerns, issues, comments, or ideas.

**Adjournment /** **Next plenary meeting:** [day], [date], at [time]

1. **SAMPLE GRAND JURY MEETING MINUTES**

**September 15, 2017**

1. Meeting called to order by Foreperson Smith.

2. Roll call at 5:30 P.M. **ABSENT:** Linda Carl, John Wills

3. Foreperson Smith introduced special guest speaker Sherry Chesney, former Yuba County G.J. foreperson. Ms. Chesney gave presentation on interviewing techniques. Ms. Chesney left the meeting at 6:25 p.m.

4. Minutes read and approved as distributed.

5. **CORRESPONDENCE**: Foreperson Smith

 A. Memo from County Counsel regarding required contents of reports – read and discuss

 B. Newsletter from California Grand Juror’s Assoc. -- distributed

\*6:00 P.M. G.J. John Wills arrived\*

6. **COMMITTEE REPORTS:**

 A. Audit/Finance - no report

 B. Criminal Justice

 1. Sugar Pine Conservation Camp tour scheduled 9/17 - signup sheet distributed

\*6:10 P.M. John Wills excused - conflict of interest\*

 2. Main Jail - Televisions - (Complaint #1) - ongoing

 To interview complainant

 To meet with County Counsel

\*6:30 P.M. John Wills returned to meeting\*

 C. County Committee

 1. Department of Child Support Services

 Motioned/seconded/approved – reject complaint.

 Letter to complainant.

\*7:10 P.M. - Break, resumed at 7:20 P.M.\*

D. City Committee - no report

7. **COMPLAINTS:** Foreperson Smith

 A. Department of Social Services - Delays in Investigating Welfare Fraud - (Complaint #4)

 M/S/A to HESS Committee

 M/S/A to send Letter #4 to complainant

 B. Redding Police Dept. - Traffic Violation - (Complaint #5)

 M/S/A to reject - adjudicated thru court system.

 M/S/A to send Letter #6 to complainant.

8. **UNFINISHED BUSINESS:** Foreperson Smith

 Discussed revision to G.J. application - to review final draft next meeting.

9. **NEW BUSINESS:** Foreperson Smith

 Discussed deadlines for drafts of reports.

10. Next meeting: **September 19th, 5:30 p.m.**

11. Meeting adjourned 8:10 p.m.

Date:

 Recording Secretary

1. **COMMITTEE ACTIVITY LOG**

**Name of Committee or Sub-Committee:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  | Activity | # Present | Hours | Misc. Comments |
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**Total hours:**

# Investigation Proposal Form

**Committee Review of Possible Area of Investigation**

Committee:----------------Date:-------------

Suggested subject for investigation:

QUESTIONS:

Has this investigation been done before? By whom?

Is it wo1ih doing again? Why? \_

Is this one of those "media" issues that is already being studied by several other agencies?

TIME:

How much time will this take ? t--- - How many jurors should be assigned? \_

Is this a significant issue worth our time?

Are there any jurors who might have a conflict of interest? \_

SCOPE:

Is the scope too global? Too limited? \_ Can we ask specific questions to refine the scope?

SIGNIFICANCE AND IMPACT:

If we embark on this investigation, will the result be important in terms of money or citizen impact? How?

JURISDICTION:

Is this subject within our jurisdiction?

Do we need to consult with County Counsel before deciding? \_

POSSIBLE JUROR CONFLICTS:

Identify any juror who has had (or whose household member has had) any relationship with this topic, department or official and describe the relationship:

Updated 5/5/2017

# Correspondence Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Contact Name | Contact Address | Contact Phone No. | Subject of Correspondence | Action Taken | Date |
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# Citizen Complaint Instructions

The Shasta County Grand Jury receives and, when appropriate, investigates citizen complaints regarding government operations or official incompetence or misconduct. The following procedures are to be followed in connection with the submission of complaints:

1. All complaints must be in writing and on the official Citizen Complaint Form. Assistance in filling out the form will be made available when necessary because of a complainant’s disability.
2. The form should be filled in **completely** and must be signed by the complainant.
3. The Grand Jury will review all submitted complaints and will investigate the matter, if appropriate. Receipt of a complaint does **not** mean further investigation will be undertaken or formal action taken. There are many reasons why the Grand Jury could choose not to investigate a complaint or publish a final report, including:
	1. Lack of jurisdiction – only local governmental agencies are within the Grand Jury’s scope. State, federal, court, and other counties’ agencies are outside of this.
	2. Pending litigation – the Grand Jury may choose to allow the court to complete its ruling rather than provide an opinion on a matter currently being litigated.
	3. Prior litigation – it is not the Grand Jury’s responsibility to “second-guess” a ruling or decision already made by the court.
	4. Prior consideration of the issue – specific issues that have recently been addressed by a previous Grand Jury’s report will likely not be re-investigated.
	5. Determination that the problem has already been resolved – some matters are resolved during an investigation. In such cases, the Grand Jury may choose not to publish a final report on the matter.
	6. Lack of detail in the complaint – enough detail should be included with each complaint to give the Grand Jury a clear purpose for investigating the matter.
	7. Inability to investigate every issue – each Grand Jury only has one year to complete all its investigations and reports. There isn’t enough time to address everything. The current Grand Jury may choose to forward a complaint or investigation to the following year’s Grand Jury for follow-up.
4. All complaints, supporting information, and the identity of complainants are **confidential**.
5. By law, the Grand Jury **cannot** communicate the results of its investigations to the complainant, except through publishing formal public reports.
6. Complaints should be returned to the Grand Jury:

By mail: Shasta County Grand Jury Or by email: grandjury@co.shasta.ca.us

P.O. Box 992086

Redding, CA 96099-2086

If you have further questions about filling out a Citizen Complaint form, please call the Shasta County Grand Jury confidential voicemail at (530) 225-5098 and leave your name, number, and a brief message. A Juror will return your call as soon as he or she can.

1. **COMPLAINT LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received | Name, Address & Phone No. of Contact | Subject Matter Description | Action Taken |
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# Sample Letters to Complainants

K-1 Request for complaint form

(Date)

(Name)

(Address)

(City, State, Zip)

Dear (Name):

The Grand Jury Citizen Complaint Form you requested is enclosed along with instructions which we feel may be helpful to you. Please complete all information and return the complaint form and all supporting information to the Shasta County Grand Jury, P.O. Box 992086, Redding, CA 96099-2086. Additional forms may be downloaded from the Shasta County Grand Jury web page at [www.co.shasta.ca.us](http://www.co.shasta.ca.us).

The grand jury’s jurisdiction is limited to the investigation of local governments within this county. We cannot investigate federal or state agencies or the actions of private individuals.

Please be aware, the grand jury will not return any of the supporting documentation you submit. Therefore, it is imperative that you retain original copies of all information submitted for your files.

Your complaint and the supporting information will be reviewed and presented to the full grand jury. As a whole, the grand jury will decide what, if any, action will be taken.

Thank you for taking the time to participate in this process.

Sincerely,

Rebeccah Willburn

Foreperson, 2016/17 Shasta County Grand Jury

K-2 Request for them to submit complaint form

(Date)

(Name)

(Address)

(City, State, Zip)

Dear (Name):

Thank you for your email of July 2, 2016 regarding a possible complaint. We request that any complaint be submitted on our complaint form (along with any additional documentation). A complaint form (along with instructions) is attached to this email. Please complete all information and return the complaint form and all supporting information to the Shasta County Grand Jury, P.O. Box 992086, Redding, CA 96099-2086. Additional forms may be downloaded from the Shasta County Grand Jury web page at [www.co.shasta.ca.us](http://www.co.shasta.ca.us).

The grand jury’s jurisdiction is limited to the investigation of local governments within this county. We cannot investigate federal or state agencies or the actions of private individuals.

Please be aware, the grand jury will not return any of the supporting documentation you submit. Therefore, it is imperative that you retain original copies of all information submitted for your files.

Your complaint and the supporting information will be reviewed and presented to the full grand jury. As a whole, the grand jury will decide what, if any, action will be taken.

Thank you for taking the time to participate in this process.

Sincerely,

Rebeccah Willburn

Foreperson, 2016/17 Shasta County Grand Jury

K-3 General reply to complaint request

(Date)

(Name)

(Address)

(City, State, Zip)

Dear (Name):

The Shasta County Grand Jury has received your correspondence or complaint form dated (date), which will be considered by the full grand jury.

By law, the grand jury is precluded from communicating the results of its investigations, except in one of its formal public reports. All communications and evidence are considered, but may not result in any action or report by the grand jury.

The grand jury cannot investigate all complaints; therefore, you may also wish to pursue other avenues to resolve your concerns.

Be assured that your complaint will be known only to the grand jury. We are sworn to secrecy to ensure confidentiality of your identity and any information you have supplied to us.

Sincerely,

Rebeccah Willburn

Foreperson, 2016/17 Shasta County Grand Jury

K-4 No further action will be taken

(Date)

(Name)

(Address)

(City, State, Zip)

Dear (Name):

This letter is to acknowledge receipt of your correspondence dated (date). Thank you for taking the time to provide this information to the grand jury regarding a matter that concerns you.

Upon completing our review, we have determined that no further action will be taken for one or more of the following reasons:

\_\_\_\_ This matter involves a federal or state agency or institution and the grand jury has no jurisdiction in this matter. We believe there may be a more appropriate course of action you may take in the matter. You may wish to contact the agency involved or seek legal counsel.

\_\_\_\_ This matter does not fall under the jurisdiction of the grand jury as defined in the California Penal Code, and as such no further action will be taken.

\_\_\_\_ This matter is before the courts or in litigation.

\_\_\_\_ Your complaint contains insufficient information or evidence to warrant study by the grand jury. Unless you can support allegations with specific information including dates, names and a full description of the alleged acts or occurrences, we consider this matter closed.

\_\_\_\_ This is a private dispute and therefore not within our jurisdiction. Another course of action such as contacting your local law enforcement agency or seeking legal counsel may be in your best interest.

Based on the California Penal Code, all information and documents submitted with this complaint are now a permanent part of the grand jury files and as such may not be released to any entity. Once again, thank you for demonstrating your interest in our local government.

Sincerely,

Rebeccah Willburn

Foreperson, 2016/17 Shasta County Grand Jury

K-5 Insufficient time to consider

(Date)

(Name)

(Address)

(City, State, Zip)

Dear (Name):

This is to acknowledge receipt of your correspondence. Thank you for taking the time to provide this information to the grand jury regarding a matter that concerns you.

As the current term of the grand jury will be ending in June, we will not have sufficient time to adequately investigate the facts of your complaint to determine if an in-depth investigation would be appropriate. We will, therefore, forward your complaint for consideration by the newly impaneled grand jury who will convene on approximately July 1 of this year.

The information you provided will be carefully reviewed to assist the grand jury in deciding what further action, if any, to take. If the matter is determined not to be within the grand jury’s authority to investigate (e.g., matter involving federal, state agencies or institutions, the courts, or a private dispute), there will be no further contact by the grand jury.

If the matter is within the legal scope of the grand jury’s authoritative powers and would warrant further inquiry, the grand jury will confidentially contact those individuals who may be able to provide additional information.

During the investigation, all information and evidence will be considered; however, this review may not result in any action or report by the grand jury.

The California Penal Code, which governs grand jury investigations, prohibits the release of any investigation results until the final grand jury report is released to the public.

Sincerely,

Rebeccah Willburn

Foreperson, 2016/17 Shasta County Grand Jury

K-6 Forwarded from last year’s jury

(Date)

(Name)

(Address)

(City, State, Zip)

Dear (Name):

The Shasta County Grand Jury has received your correspondence or complaint form dated (date), which the previous grand jury forwarded to us for our consideration since it was received towards the end of its term. Your correspondence/complaint will be considered by this year’s full grand jury.

By law, the grand jury is precluded from communicating the results of its investigations, except in one of its formal public reports. All communications and evidence are considered, but may not result in any action or report by the grand jury.

The grand jury cannot investigate all complaints; therefore, you may also wish to pursue other avenues to resolve your concerns.

Be assured that your complaint will be known only to the grand jury. We are sworn to secrecy to ensure confidentiality of your identity and any information you have supplied to us.

Sincerely,

Rebeccah Willburn

Foreperson, 2016/17 Shasta County Grand Jury

# Sample of Introduction for Grand Jury Interviews

Good morning/afternoon . On behalf of the Shasta County Grand Jury, I want to thank you for coming in to speak with us today. My name is .

May we record this interview?

**[If yes, interviewer turns on recorder.]** Today is **[date]**. Please state your name and if you agree that we can record this interview.

**[If no recording]** That’s alright. We will be taking notes. I will ask you to not speak too quickly, and we may ask you to repeat a statement.

We will now go around the room and introduce ourselves. My name is . **[Each juror states their name.]**

Mr./Ms. , the Grand Jury has a confidentiality agreement authorized by the California State Attorney General. We ask that each interviewee sign this agreement. **[Read agreement.]** This is to protect your identity. We as Grand Jurors are sworn not to reveal any information not released in a final report for the rest of our lives. The Grand Jury cannot reveal that you were interviewed or attribute any information we may include in a final report as being obtained from you. We can provide you with a copy of this agreement before you leave today, if you would like one.

Have you ever been interviewed by a grand jury before?

**[If not]** Okay, our job as the Grand Jury is to investigate and report on various aspects of local government. We believe you might be able to help us understand a topic we’re currently reviewing. I will be your lead interviewer. We have a pre-set list of questions we’d like to ask you. Please answer honestly. At the end of these questions, the other jurors will have an opportunity to ask any follow-up questions they may have. If there are documents that you could provide later that would answer our questions, **[a juror]** will keep track of a list to give to you at the end of the interview.

We’d like to ask you some questions about **[topic]** today. **[Begin interview.]**

\*Note: It is the lead interviewer’s responsibility to keep the interviewee on topic. The lead interviewer should be the only juror speaking during the interview until the follow-up questions. Each juror should then be given the opportunity to ask all their follow-up questions without interruption from the other jurors.

#  Admonishment

CONFIDENTIALITY AGREEMENT

You are admonished not to reveal to any person, except as directed by the court, which questions were asked, or what responses were given, or any other matters concerning the nature, or subject of the grand jury's investigation which you learned during your appearance before the grand jury, unless and until such time as a transcript {if any), or a final report, of this grand jury proceeding is made public, or until authorized by the grand jury or by the court, to disclose such matters. A violation of this admonition is punishable as contempt of court.

Signature of Interviewee Date

Please Print Name

Witness Date

1. **SHASTA COUNTY JOINT AUDIT COMMITTEE**

**Policies and Procedures**

The following policies and procedures will govern the membership and operations of the Shasta County Joint Audit Committee.

1. Purpose of the Joint Audit Committee
2. Pursuant to Penal Code section 926 the Grand Jury is authorized to enter into a joint contract with the Board of Supervisors to employ an auditor for the purpose of conducting the annual audit required by Government Code section 25250 and Penal Code section 925.
3. The goal of the Joint Audit Committee is to ensure that a thorough and objective audit is undertaken each year with regard to the funds, records and accounts of the County.
4. Functions of the Joint Audit Committee

 The Joint Audit Committee shall:

1. Initiate the Request for Proposal process to retain the services of a contract auditor.
2. Select the contract auditor.
3. Provide input into the contract by which the contract auditor is retained.
4. Monitor the contract auditor’s compliance with the audit contract.
5. Designate a County liaison who will interface with the contract auditor on behalf of the Joint Audit Committee.
6. Take part in an entrance meeting with the outside auditor in order to provide direction regarding the audit.
7. Monitor and evaluate the progress and the process of the audit.

 H. If required, schedule and attend mid-audit meetings with the contract auditor.

1. Conduct an exit interview with the contract auditor to obtain information about any potential audit exceptions or any areas of concern identified by the contract auditor.
2. Ensure that the contract auditor has communicated any potential audit exceptions or areas of concern with the affected department heads prior to taking part in the exit interview.
3. Ensure that the rough draft of the final audit report is distributed to affected department heads and their comments are solicited prior to the contract auditor’s completion of the report.
4. If necessary, schedule a meeting with the contract auditors to discuss all or portions of the final audit report.
5. Review, analyze and follow up on responses to outstanding audit recommendations to determine timely compliance.
6. Determine if the contract with the contract auditor should be continued for another year.
7. Membership and Officers
8. The members of the Joint Audit Committee shall be:

Members of the Grand Jury Audit and Finance Committee;

Chairperson, Shasta County Board of Supervisors;

Foreperson of the Shasta County Grand Jury;

Vice- Chairperson, Shasta County Board of Supervisors;

County Administrative Officer;

County Budget Officer;

County Counsel;

Treasurer-Tax Collector; and

Auditor-Controller.

1. The Joint Audit Committee shall be jointly chaired by the Chairperson of the Board of Supervisors and the Foreperson of the Shasta County Grand Jury.
2. At any time, the Board of Supervisors may modify its membership on the Joint Audit Committee, by modification of the board’s policies. At any time, the Grand Jury may modify its membership on the Joint Audit Committee, by modification of its policies.
3. Record Retention

 The Joint Audit Committee shall appoint one of its members to take minutes of all committee meetings. Those minutes shall be maintained in the office of the County Counsel and shall be made available to committee members each year.

1. Scheduling of Meetings, Quorum and Conduct of Business
2. Meetings shall be scheduled to ensure the attendance of the Chairperson of the Board of Supervisors, the Foreperson of the Grand Jury, the County Administrative Officer and the Auditor-Controller.
3. Seven members shall constitute a quorum for the conduct of business.

6. Amendment of Policies and Procedures

 These policies and procedures may be amended at any time upon action by the Joint Audit Committee.

 These policies and procedures were adopted this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2014 by the Shasta County Joint Audit Committee.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CHAIRPERSON

 Shasta County Board of Supervisors

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FOREPERSON

 Shasta County Grand Jury

# Shasta County Special Districts List

Redding Area Bus Authority (RABA)

Shasta Area Safety Communications Agency (SHASCOM)

Shasta County Air Quality Management

Anderson Cemetery

Burney Cemetery

Cottonwood Cemetery

Fall River Mills Cemetery

Halcumb Cemetery

Manton Joint Cemetery

Millville Cemetery

Pine Grove Cemetery

Anderson Fire Protection

Buckeye Fire Protection

Burney Fire Protection

Castella Fire Protection

Cottonwood Fire Protection

Fall River Mills Fire Protection

Happy Valley Fire Protection

McArthur Fire Protection

Shasta Lake Fire Protection

Anderson-Cottonwood Irrigation District (ACID)

Bella Vista Water

Burney Water

Cottonwood Water

Shasta County Water Agency

Tucker Oaks Water

Centerville Community Services

Clear Creek Community Services

Fall River Mills Community Services

Igo-Ono Community Services

Mountain Gate Community Services

Shasta Community Services

Fall River Resource Conservation

Western Shasta Resource Conservation

Mayers Memorial Hospital

Burney Basin Mosquito

Pine Grove Mosquito Abatement

Shasta Mosquito and Vector Control

Anderson Union High School

Bella Vista Elementary School

Black Butte Union Elementary School

Cascade Union Elementary School

Castle Rock Union Elementary School

Columbia Elementary School

Cottonwood Union School

Enterprise Elementary School

Fall River Joint Unified School

French Gulch-Whiskeytown Union Elementary

Gateway Unified School

Grant Elementary School

Happy Valley Union Elementary School

Igo-Ono-Platina Elementary School

Indian Springs Elementary School

Junction School

Millville Elementary School

Mountain Union Elementary School

North Cow Creek School

Oak Run Elementary School

Pacheco Union School

Redding School

Shasta-Tehama-Trinity Joint Community College

Shasta-Trinity Regional Occupation Program

Shasta Union Elementary School

Shasta Union High School

Whitmore Union Elementary School

1. **RESOURCES AND REFERENCES**

**Printed Materials:**

Past Shasta County Grand Jury reports

Various references that should be found in the Grand Jury Library:

* + 1. Audit Reports concerning local entities
		2. Shasta County Accounting Procedures Manual
		3. Recent county, city and district budgets
		4. A Citizen’s Guide to Local Government in Shasta County
		5. Shasta County Counsel Opinion Memoranda
		6. The Brown Act (booklet by California Attorney General)
		7. Compendium of California Grand Jury Law (CGJA)
		8. Other background materials from recent Grand Jury investigations
		9. Grand Jury reports from other counties

**On-Line Resources:**

Shasta County www.co.shasta.ca.us

California Government www.ca.gov/

California Codes www.leginfo.ca.gov/

California Grand Jurors Association www.cgja.org

California State Association of Counties www.csac.counties.org

League of California Cities www.cacities.org

California Special Districts Assn. www.csda.net/

Fair Political Practices Commission www.fppc.ca.gov

See an expanded online resource list in the CGJA Training Manual

1. **STATUS OF GRAND JURY REPORTS – as of**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Report | Name of Committee | Editorial | GJ Signoff | County Counsel Review | Editorial | GJ Signoff | Judge Review | Prepare 50 copies | Record Searchlight | Posted on WEB |
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# Flow Chart for Reports

1. Investigating Committee generates draft report following approved Report Format guidelines and submits it to the Continuity-Editorial (Con-Ed) Committee.
2. Con-Ed reviews draft report for format; accuracy; style; grammar and punctuation; and facts, findings, and recommendations.
3. If **major** modifications: Draft report with modification suggestions is returned to Investigating Committee for revisions.

*(Repeat the above steps as necessary.)*

1. If **minor** modifications: Modifications are made and approved by Investigating Committee during Con-Ed review, either by committee quorum at the review or through committee representative (approved by the committee prior to the review).
2. Forward draft report to Plenary for review at least 24 hours prior to the meeting.
3. Plenary reviews draft report and makes recommendations.
4. If **major** modifications: Draft report with modification suggestions is returned to Investigating Committee for revisions.
5. If **minor** modifications: Modifications are made and approved by Plenary, and a motion to forward the draft report to legal counsel (County Counsel or the District Attorney’s Office) is entertained.
6. Draft report is forwarded to legal counsel for review.
7. Draft report is returned to Investigating Committee with legal counsel’s suggested modifications.
8. If **major** modifications: Return to Step 8.
9. If **minor** modifications: Modifications are made by Investigating Committee. (All reports should reach this step by April 15.)
10. Exit interviews are conducted.
11. If **major** modifications: Return to Step 8. (Exit interviews do not need to be re-conducted.)
12. If **minor** modifications: Modifications are made by Investigating Committee, draft report submitted to Plenary to review, a motion to forward the draft report to the Presiding Judge is entertained.
13. Draft report is forwarded to the Presiding Judge for review. (All reports should reach this step by May 15.)
14. If **major** modifications: Return to Step 15.
15. If **minor** modifications: Modifications are made by Investigating Committee, final draft report submitted to Plenary.
16. Plenary reviews final draft report for publishing approval, and determines date of publication, if early. Forward approved final report to the Presiding Judge and legal counsel. (All reports should reach this step by May 31.)
17. Reports with letters are delivered to required parties two business days prior to publication.

Note: Each Plenary action requires a supermajority (12 jurors) to advance the draft report.

1. **GRAND JURY REPORT REVIEW CHECKLIST**

Name of Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Draft Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Jurisdiction--Affairs of local government

\_\_\_\_ Approved Format-Manual section 8.B

\_\_\_\_ Summary

 \_\_\_\_ Overview of important issues

 \_\_\_\_ Overview of important findings and recommendations

 \_\_\_\_ Why the GJ chose to investigate: “Why was the investigation done?”

\_\_\_\_ Introduction or Background

 \_\_\_\_ Description of issues in more detail

 \_\_\_\_ Events that lead up to investigation

\_\_\_\_ Methodology (or Method of Study)

 \_\_\_\_ Outlines steps taken to develop facts, findings and recommendations

 \_\_\_\_ Lists documents relied upon

 \_\_\_\_ Number or general description of persons interviewed (w/o violating PC 929)

 \_\_\_\_ Includes the “subject of the investigation” (PC 933.05(e))

 \_\_\_\_ Mentions any site visits

 \_\_\_\_ Any not listed who should have been interviewed

\_\_\_\_ Discussion (or Narrative)

 \_\_\_\_ All facts verified (triangulated) unless based upon reliable government info

 \_\_\_\_ Organized in logical order by topics

 \_\_\_\_ If evidence from sources conflicts, explains how credibility was assessed

\_\_\_\_ Findings (assertion, judgment or conclusion of author). As to each:

 \_\_\_\_ Separately identified as F1, F2, etc.

 \_\_\_\_ Supported by verified facts set forth in the Discussion (not a fact itself)

 \_\_\_\_ Confirms or refutes issue(s) identified in the Introduction or Discussion

 \_\_\_\_ Every report must have findings--can be a commendation (PC 916)

\_\_\_\_ Recommendations. As to each:

 \_\_\_\_ Separately identified as R1, R2, etc.

 \_\_\_\_ Required if findings identify a problem

 \_\_\_\_ Recommendation for each problem identified

 \_\_\_\_ States what should be done

 \_\_\_\_ States who should do it

 \_\_\_\_ How soon to be done to mitigate or fix the problems identified in finding

 \_\_\_\_ Specific, practical and financially feasible

 \_\_\_\_ Cost, if any, identified

\_\_\_\_ Requests for Responses

 \_\_\_\_ Governing bodies/elected officials are “Required” to respond

 \_\_\_\_ Identifies which findings and recommendations to be responded to

 \_\_\_\_ Include governing board if there is a significant cost issue

 \_\_\_\_ Other officials may be “invited” to respond if related to/impacted by issues

\_\_\_\_ Appendix (Optional)

 \_\_\_\_ Data, maps, glossary, etc., but no “raw evidence”

 \_\_\_\_ May contain “disclaimer” if juror(s) were recused--do not name jurors

Legal/Other Issues

\_\_\_\_ Are there any potentially defamatory allegations?

\_\_\_\_ Double check all legal citations

\_\_\_\_ Acronyms and technical terms defined the first time use

\_\_\_\_ Clear/fair/no sarcasm

\_\_\_\_ Exit interviews completed? (When findings are complete) (PC 933.05(d))

# Report Publishing Checklist

2 Business Days Prior to Publishing:

⎕ Final report review:

 ⎕ Include “[year] Shasta County Grand Jury” header and page numbers

⎕ Remove draft number line

⎕ Remove line numbers

⎕ Add “Released: [date]” to bottom of last page of report

 ⎕ One more read-through, check for typos and formatting errors

⎕ Create PDF copy of report after completing final report review

⎕ Email final report to Presiding Judge and legal counsel with publication date

⎕ Create list of all parties receiving Report Cover Letter and copy of report(s) 2 days prior to publishing (Invited Responses recommended but not required)

⎕ Create Report Cover Letter for each party (Board/Council members each receive one)

⎕ Copy of report for each party (Board/Council members each receive one)

⎕ Manila folders for letters and reports, with labels (name, title, “CONFIDENTIAL”)

⎕ Assemble folders to be hand-delivered (2 jurors on each delivery)

⎕ Email PDF copy to IT with instructions for exactly when to upload to the GJ website (check email/website frequently between now and publishing date to ensure no early uploads)

⎕ (Do **NOT** deliver yet) Prepare Press Release:

⎕ Add SUMMARY section to body of release (clearly separate SUMMARY section

from rest of release with full lines and smaller font)

⎕ Add entire report to end (all Times New Roman size 12 font)

⎕ Have Foreperson or Pro tem sign release

⎕ (Do **NOT** deliver yet) Print out 5 full-color, single-sided, stapled copies for County Recorder’s Office

Day of Publishing:

⎕ **AFTER** confirming report is uploaded to the GJ website:

⎕ Hand-deliver the already-printed 5 copies to County Clerk’s Office

⎕ Fax prepared Press Release to Media Contact List

⎕ Update Media Contact List as necessary

# Sample Letter for Delivering Report and

# Advising of Response Obligations

[date]

[Name of Elected Official or Governing Body, or other person who is the subject of the investigation]

[Address]

Re: Enclosed Report(s): [Insert title(s) of report(s)]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

On behalf of the [year] Shasta County Grand Jury, I am providing to you the following report(s) or portions thereof:

[List Titles]

The report [these reports] will be released to the public on [date]. This [these] report(s) [or excerpts] is [are] being provided to you in advance of its [their] general release pursuant to Penal Code section 933.05, subdivision (f), which provides:

A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. **No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.**

It is very important that you comply with this confidentiality requirement.

The Penal Code also prescribes the obligations of a governing board or elected official with regard to responding to the grand jury's findings and recommendations. Specifically, if the report contains one or more recommendations directed to you as an elected official, or to the governing board of which you are a member, you must respond to those recommendations and to the supporting findings, as directed in the report.

The time within which to respond is prescribed by subdivision (c) of Penal Code section 933, which states in relevant part:

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. In any city and county, the mayor shall also comment on the findings and recommendations. **All such comments and reports shall forthwith be submitted to the presiding judge of the superior court who impaneled the grand jury**.

The Penal Code also prescribes the content of your responses. Subdivisions (a) through (c) of Penal Code section 933.05 state:

For purposes of subdivision (b) of Section 933, as to **each grand jury finding**, the responding person or entity shall indicate one of the following:

1. The respondent agrees with the finding.
2. The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed **and** **shall include an explanation of the reasons therefor**.

For purposes of subdivision (b) of Section 933, as to **each grand jury recommendation**, the responding person or entity shall report one of the following:

1. The recommendation has been implemented, **with a summary regarding the implemented action**.
2. The recommendation has not yet been implemented, but will be implemented in the future, **with a time frame for implementation**.
3. The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, **and a time frame for the matter to be prepared for discussion** by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the grand jury report.

(4) The recommendation will not be implemented because it is not warranted or is not reasonable, **with an explanation therefor**.

However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the department head and the board of supervisors shall respond if requested by the grand jury, but the response to the board of supervisors shall address only those budgetary or personnel matters over which it has some decision making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

Please be aware that your responses will be a matter of public record and widely read by both community members and local media. Therefore, it is important that your responses be as clear and specific as possible. A response that is vague, does not provide a clear explanation of any action that will be taken, or that does not include a specific time frame for implementation, is neither helpful nor sufficient. Furthermore, if a response does not comply with the applicable provisions of the California Penal Code, you may be directed by the presiding judge to provide an amended response.

**Please send your response addressed to the Honorable [name of current presiding judge], Presiding Judge, Shasta County Superior Court, 1500 Court Street, Room 205, Redding, California 96001, with a copy to the Grand Jury, within the time period provided in subdivision (c) of Penal Code section 933 (see above.)**

The [year] Shasta County Grand Jury's reports, and the responses to them, will be posted on the Grand Jury's website <<http://www.co.shasta.ca.us/index/gj_index.aspx>>. We would appreciate receiving an electronic copy, as well as a signed hard copy, of your response. You may E-mail a copy to <grandjury@co.shasta.ca.us>.

Thank you for your cooperation in providing a meaningful and timely response.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 , Foreperson

Shasta County Grand Jury

# Sample Press Release

Date: [date]

To: News Editor

The [year] Shasta County Grand Jury has issued a final report titled:

**[report name]**

The SUMMARY section of the report briefly states the reasons why the grand jury undertook the investigation as well as the findings of the grand jury as follows:

SUMMARY

[insert summary here]

For your convenience, the report in its entirety is included. Should you decide to publicly comment upon the report of the grand jury, it would be appreciated if you would include within your comment the fact that the full report may be viewed by the public on the Shasta County Grand Jury website: [www.shastacountygrandjury.org](http://www.shastacountygrandjury.org).

Sincerely,

[name], Foreperson

[year] Shasta County Grand Jury

[insert report in its entirety here, all Times New Roman size 12 font]

#  Media Contact List

Burney Cable (530) 335-3379

Chamber of Commerce, Redding (530) 225-4398

Channel 11 (530) 241-0219

East Valley Times (530) 549-3304

Intermountain News (530) 303-1528

KALF Radio Station (530) 343-0243

KCHO/KFPR Radio Station (530) 898-4348

KNVN/Channel 24 (530) 342-2405

KIXE Channel 9 TV (530) 243-7443

KNCQ Radio (530) 244-9707

KHSL/Channel 12 (530) 226-6613

KQMS (530) 221-6653

KRCR (530) 243-0217

KVIP (530) 222-4484

Mountain Echo (530) 336-6262

Ridgerider News (530) 474-3448

Record Searchlight (530) 225-8236

Redding Public Library (530) 245-7268

Shasta College (530) 225-4830

Shasta Lake Bulletin (530) 275-1699

# Sample letter to City Clerks Delivering Consolidated Final Report

[date]

Redding City Clerk

777 Cypress Avenue

Redding, CA 96001

(530) 225-4055

Anderson City Clerk

1887 Howard Street

Anderson, CA 96007

(530) 378-6646

City of Shasta Lake City Clerk

1650 Stanton Drive

Shasta Lake, CA 96019

(530) 275-7400

Re: [year] Shasta County Grand Jury Consolidated Final Report

Dear City Clerks,

Each July, the Grand Jury releases its consolidated final report concerning investigations it has conducted during the preceding fiscal year.

This year, the Grand Jury’s consolidated final report will be released to the public on **[release date]**. The report will promptly be posted on the Grand Jury’s website at [www.shastacountygrandjury.org](http://www.shastacountygrandjury.org). In addition, the Grand Jury’s consolidated final report will be published in the Record Searchlight on **[insert date]**.

A number of local officials are entitled to receive a bound copy of the Shasta County Grand Jury’s consolidated final report, among which are the city clerks of each city within Shasta County. Enclosed is your bound copy. If you wish to receive additional bound copies of the consolidated final report, or copies of the Record Searchlight’s insert, they may be obtained from the Shasta County Clerk at 1643 Market Street, Redding, on **[insert date]**, or thereafter.

Sincerely,

[name], Foreperson

[year] Shasta County Grand Jury

CC: Cathy Darling Allen, Shasta County Clerk

1. **AGREEMENT BETWEEN THE COUNTY OF SHASTA**

**AND THE RECORD SEARCHLIGHT FOR PUBLICATION**

**OF THE 2014/2015 GRAND JURY REPORT**

This Agreement is entered into between the County of Shasta, on behalf of the Shasta County 2014/2015 Grand Jury (Grand Jury), and the Record Searchlight for the purpose of having the Record Searchlight publish the Grand Jury’s 2014/2015 Report (Report).

**SECTION 1. RESPONSIBILITIES OF RECORD SEARCHLIGHT**

The Record Searchlight shall print and publish the Report in accordance with the terms and conditions of this Agreement and the attached Publishing Bid dated March 23, 2014. Should there be any conflict between this Agreement and the Publishing Bid, the language of this Agreement shall control.

At the Grand Jury Foreperson’s direction, the Record Searchlight shall produce a tabloid of the complete Report (the Tabloid) with full color on the front and back covers in accordance with the prices specified in Section 3 of this Agreement. The Record Searchlight shall produce 26,500 copies of the Tabloid, of which 26,000 will be circulated to subscribers in the Shasta County area as an insert in the Record Searchlight newspaper and 500 of which will be given to the Shasta County Clerk. The Tabloid will be published no sooner than July 7, 2009, and no later than July 10, 2009. The Record Searchlight shall also place the Report online as an “e-magazine” at [www.redding.com](http://www.redding.com) for 12 months, beginning with the date the Tabloid is inserted in the Record Searchlight newspaper.

**SECTION 2. RESPONSIBILITIES OF GRAND JURY**

The Grand Jury shall compensate the Record Searchlight as set forth in Section 3 of this Agreement. In addition, on or before June 9, 2014, the Grand Jury shall provide the editorial copy of the Report to the Record Searchlight on a disk in accordance with the Publishing Bid. A representative of the Grand Jury will proof the Report prior to publication. Thereafter, the Grand Jury will assume responsibility for any inaccuracies in the Report.

**SECTION 3. COMPENSATION**

The Grand Jury Foreperson will advise the Record Searchlight of the page count of the Tabloid to be published. Record Searchlight shall be paid as follows:

16-page Tabloid, full color on front and back cover, black

only in balance of section and on-line at [www.redding.com](http://www.redding.com): $5,000

20-page Tabloid, full color on front and back cover, black

only in balance of section and on-line at [www.redding.com](http://www.Redding.com): $5,500

24-page Tabloid, full color on front and back cover, black

only in balance of section and on-line at [www.redding.com](http://www.Redding.com): $6,000

Should the cost of newsprint increase more than 10 percent between the date this Agreement has been executed by the parties and the date of publication of the Report, the Grand Jury shall pay the Record Searchlight the actual cost of such increase, not to exceed a maximum of $100.

**SECTION 4. BILLING AND PAYMENT**

The Record Searchlight shall submit to the Grand Jury, within 30 days after completion of the services prescribed in Section 1 of this Agreement, an itemized statement of services rendered. The Grand Jury shall make payment within 15 days of receipt of the Record Searchlight’s statement.

**SECTION 5. TERM OF AGREEMENT**

This Agreement shall commence as of the date it has been signed by the parties and shall terminate September 1, 2009.

**SECTION 6. TERMINATION OF AGREEMENT**

This Agreement may be terminated in whole or in part at any time the Grand Jury, in its sole discretion, deems termination to be in its best interest. The Grand Jury shall terminate services by having its Foreperson deliver to the Record Searchlight a written Termination Notice specifying the extent to which services are terminated and the effective termination date. The Record Searchlight may terminate on 60 days' written notice. During the 60-day notice period, the Record Searchlight shall, at the Grand Jury's request, transfer to the Grand Jury any pending files or completed specified services, which may include a final report.

**SECTION 7. ENTIRE AGREEMENT; AMENDMENTS**

This Agreement supersedes all previous agreements relating to the subject of this Agreement and constitutes the entire understanding of the parties. The Record Searchlight shall be entitled to no other benefits other than those specified herein. The Record Searchlight specifically acknowledges that in entering into and executing this Agreement, the Record Searchlight relies solely upon the provisions contained in this Agreement and no others. No changes, amendments, or alterations to this Agreement shall be effective unless in writing and signed by the parties.

**SECTION 8. NONASSIGNMENT OF AGREEMENT; NON-WAIVER**

The Record Searchlight may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of the Grand Jury. The waiver by a party to this Agreement of any breach of any requirement of this Agreement shall not be deemed to be a waiver of any other breach.

**SECTION 9.** **CONFIDENTIALITY**

In consideration for the Grand Jury compensating the Record Searchlight for its printing and publication of the Report in accordance with this Agreement, the Record Searchlight shall strictly maintain the confidentiality of the contents of the Report until the edition of the newspaper containing the Report is made available to the general public.

The Record Searchlight agrees to maintain the confidentiality of the Report by:

**A.** Not revealing any information contained in the Report to any person, including the Record Searchlight’s reporters or editorial staff, either directly or indirectly, other than pre-press and production staff, until the edition of the newspaper containing the Report is made available to the general public;

**B.** Keeping the master and all printed copies of the Tabloid insert secure, and not allowing them to be viewed by any person other than those pre-press and production employees involved in the setting, printing, and/or processing of the Tabloid insert, prior to the time that the edition of the newspaper containing the Report is made available to the general public; and

**C.** Ensuring that the pre-press and production staff maintain the confidentiality of the Report until the edition of the newspaper containing the Report is made available to the general public.

**SECTION 10. NOTICES**

All notices to be given pursuant to this Agreement shall be written and hand-delivered or mailed by first class, postage prepaid, addressed to the Grand Jury or the Record Searchlight at the addresses below, or at any other address the Grand Jury or the Record Searchlight shall provide in writing to each other:

If to the Grand Jury: If to the Record Searchlight:

 Shasta County Grand Jury Nikki Rose, Special Sections Manager

 P.O. Box 992086 Record Searchlight

 Redding, CA 96099-2086 P.O. Box 492397

 (*Or* c/o Shasta County Counsel 1101 Twin View Blvd.

 1450 Court Street – Room 332 Redding, CA 96049-2397

 Redding, CA 96001-1675)

IN WITNESS WHEREOF, the Grand Jury and the Record Searchlight have executed this Agreement

on the dates set forth below.

 **SHASTA COUNTY 2014/2015 GRAND JURY**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 , Foreperson

 Shasta County Grand Jury

 **COUNTY OF SHASTA**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lawrence G. Lees

 Shasta County Administrative Officer

Approved as to form:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

David M. Yorton, Jr.,

Senior Deputy County Counsel

 **RECORD SEARCHLIGHT**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 By:

1. **Confidentiality Agreement between the Shasta County 2013/2014 Grand Jury**

**and the Shasta County Health and Human Services Agency, Regional Services,**

**Opportunity Center (Mail Room)**

This agreement is between the Shasta County Health and Human Services Agency, Regional Services, Opportunity Center, and the Shasta County 2013/2014 Grand Jury in connection with Opportunity Center’s copying and compiling of the 2013/2014 Grand Jury Report (“Report”). The parties agree:

1. The Shasta County Opportunity Center, and all mail room personnel, shall strictly maintain the confidentiality of the contents of the Report.
2. The Opportunity Center agrees to maintain the confidentiality of the Report by:
	1. Not revealing any information contained in the Report to any person, including staff, either directly or indirectly, other than to Jane Work, Program Manager, Opportunity Center, and Heidi Myers, Employment Supervisor, until 10:00 a.m. on June 24, 2014.
	2. Keeping the master and all CDs, disks, and printed copies of the Report under lock and key, and not allowing them to be viewed by any person other than those employees who are necessarily involved in the copying or compiling of the Report; and
	3. Ensuring that any staff persons who have access to the Report maintain the confidentiality of the Report until the Report is made available to the general public at 10:00 a.m. on June 24, 2014.

SHASTA COUNTY 2013/2014 HEALTH & HUMAN SERVICES

GRAND JURY AGENCY-REGIONAL SERVICES- OPPORTUNITY CENTER

By: By:

 Eleanor Townsend, Foreperson Jane Work, Program Manager

 Shasta County Grand Jury

 Heidi Myers, Employment Services- Mail Room

1. **Confidentiality Agreement between the Shasta County 2013/2014 Grand Jury**

**and the Shasta County Information Technology Department**

This agreement is between the Shasta County Information Technology Department and the Shasta County 2013/2014 Grand Jury in connection with Information Technology’s posting of the 2013/2014 Grand Jury Report on the Shasta County Internet Website. The parties agree:

* + - 1. The Shasta County Information Technology Department shall strictly maintain the confidentiality of the contents of the Grand Jury Report until 10:00 a.m. on Thursday, June 24, 2014 (the date and time of release of the Grand Jury Report);
			2. The Information Technology Department agrees to maintain the confidentiality of the Report by:
				1. Not revealing any information contained in the Report to any person, including the department’s staff, either directly or indirectly, other than to Thomas Schreiber, Chief Technology Officer, Chris Thomasson, Information Technology Web/Graphic Designer, and Michael Johnson, Information Technology Services Manager until 10:00 a.m. on June 24, 2014;
				2. Keeping the master and all CDs, disks, and printed copies of the Report under lock and key, and not allowing them to be viewed by any person other than those employees who are necessarily involved in the posting of the Report until after June 24, 2014;
	1. Not revealing to any persons other than Thomas Schreiber, Chris Thomasson, and Michael Johnson, the password for the computer which is used to store and access the Report until after June 24, 2014, and
	2. Ensuring that any staff persons who have access to the Report maintain the confidentiality of the Report until the Report is made available to the general public at 10:00 a.m. on June 24, 2014.

SHASTA COUNTY 2013/2014 SHASTA COUNTY INFORMATION

GRAND JURY TECHNOLOGY DEPARTMENT

By: By:

 , Foreperson Thomas Schreiber, Chief Information Officer

Shasta County Grand Jury

 Michael Johnson, IT Services Manager

# Grand Jury/County IT Memorandum of Understanding (2016/17)

**Services Provided Under Annual Rates**

**PC Maintenance** – Annual rate charged per supported PC. This includes the following services:

 (Rate subject to change at the beginning of each FY or during midyear review)

* **IT Call Center (245-7575)** – The Call Center is the central point for PC help. Where possible end-user service requests are resolved over the phone. When this is not possible, the service requests are assigned to the appropriate IT area to resolve the problem. The Call Center also coordinates and communicates all scheduled outages.

Times of operation are 7AM to 5PM Monday through Friday.

* **Consulting Services** - This work is generally performed by the assigned IT Analyst and relates to complex technology support issues and consulting in support of business processes of a department. This supports partnering between the departments and IT to utilize technology solutions that fit business requirements. This service does not include support and maintenance for specialized commercial software applications that are specific to a department - these applications are supported under the IT Professional Services rate.
* **PC Repairs –** This provides for the repair of malfunctioning PC hardware or software. Broken and/or defective parts will be replaced at no additional charge as long as the PC is covered by the manufacturer’s warranty. If the PC is not under warranty, the cost of parts will be charged to the department. There is no additional charge for the labor of troubleshooting and/or replacing parts regardless of whether or not the PC is under warranty.
* **Surplus / Disposal** – the disposal of equipment being retired. PCs being disposed of must have their hard disks wiped clean. The retired equipment is accumulated and then disposed of by IT staff.
* **New PC - Order, Configure, Install** – activities related to placing the order, tracking/receiving the order, configuring the PC, loading the software (both standard desktop & commercial vendor), testing, and installation of the PC.

**Infrastructure Services** – Charged per network connected device. This includes the following services: (Rate subject to change at the beginning of each FY or during midyear review)

* **Network Connection** – Connection to the County’s local and wide area networks. The network is monitored to prevent outages whenever possible. When outages occur, the network staff responds to troubleshoot and correct the problems. Comprehensive security measures are in place to prevent unauthorized access, intrusion, and data corruption.
* **Internet Access** – With department head approval, County employees have access to the Internet. Included with Internet access is a filtering mechanism (Websense) that prevents access to inappropriate web sites and tracks all Internet activity.
* **File Services** – Support and maintenance for storage devices that provide network storage space for each network attached PC including file backup/restore and anti-virus protection. Support and maintenance for printing to network attached printers.
* **Email** – Support and maintenance of the County email system including updates, security patches, spam filtering, and backup/restore.

**Telephone Services** – Charged per connected phone line. This includes the following services: (Rate subject to change at the beginning of each FY or during midyear review)

* Support and maintenance of the telephone system, including routine moves, adds, and changes. This rate does not include the cost of telephone handsets or the monthly telephone bills for local and long distance service. Monthly telephone bills for local and long distance services are sent directly from the carrier to the respective department

**Voice Mail Box Services** – Charged per configured Voicemail Box. This includes the following services: (Rate subject to change at the beginning of each FY or during midyear review)

* Cost of subscription along with maintenance and support for the voice mail system.

**Internet/Intranet Hosting** – Charged per supported PC. This includes the following services: (Rate subject to change at the beginning of each FY or during midyear review)

* Hosting the Department’s Internet and Intranet pages. Web design and implementation are provided through this service line with no additional hourly charge. Web design will be provided on a first come, first served basis and the ability to provide this service will depend on resource availability.

**Specific Details of Services Provided to Grand Jury**

**PC Maintenance**

At the beginning of each Fiscal Year at the coordination and direction of the current Grand Jury foreperson, County IT will set up Active Directory Accounts to access the County Network for the Grand Jury Forman and the Lead Committee members only. County IT will set up those login IDs for these members on the County Connected workstation with a shortcut to the Grand Jury Shared directory.

At this time County IT will disable the prior year’s Grand Jury members’ Active Directory accounts.

County IT will provide one training session with appropriate Grand Jury members (those who were granted county network access) to set up passwords, shortcuts to the shared folder and answer any questions they may have.

**Infrastructure Services**

* **Network Connection** – County IT will provide a small office firewall device to separate the internet connectivity through Grand Jury’s broadband provider and the County equipment on an internal network. The firewall device will also provide an on demand VPN tunnel to the County internal LAN for specific resources only from County provided workstations that are under annual support.
* **Internet Access** – County provided workstations under support that have access to the internal County LAN will also have internet access through the overall County Internet connection. These connections will utilize the filtering mechanism (Websense) that prevents access to inappropriate web sites and tracks all Internet activity. All other non-supported devices will have direct Internet access through Grand Jury’s broadband internet provider and will not be protected or monitored with County resources.
* **File Services** – County IT will provide a Grand Jury shared directory on the existing file services NAS device. All active Grand Jury users with Active Directory accounts will have access to this directory through the network connected workstation.
* **Email** – E-mail accounts can be provided per Active Directory user. Grand Jury users can access their E-mail using the Outlook Web Access (OWA) server. This can be done through a web browser either from the County Network or an Outside internet connection.
* **Internet/ Intranet Hosting** – County IT will provide the following:
	+ IT will take photographs and post them to the Grand Jury’s Shasta County Internet web site. These photographs should be limited to those that enhance the look of the Grand Jury website, such as annual pictures of the Grand Jury members, or annual report logos/cover pages. This does not include taking pictures for specific Grand Jury investigations.
	+ IT will make modifications or additions to the Grand Jury’s Shasta County Internet web site. These web site modifications or enhancements will be in line with the typical modifications that IT routinely makes for any other County Department.
		- This includes being available for *web* related questions, graphic/logo design, posting additional or modifying existing content, site restyling, or menu modification.
	+ IT will publish Grand Jury reports and responses to the Grand Jury’s Shasta County Internet web site as requested by the Grand Jury.

**Important Things to Keep in Mind**

**PC Maintenance What is Covered** – Anything that needs to be repaired on a PC is covered under PC Maintenance. Any requested change on a PC requires an hourly charge. For example, if a software package is not working properly on a PC, this will be diagnosed and repaired and is covered under PC Maintenance. If a department requests to have the newest version of Microsoft Office installed on one or more PCs this is a requested change and the Professional Service Hourly rate will be charged.

**Parts for PCs** – Parts used for PC repairs are supplied by the manufacturer at no cost to the Grand Jury for PCs that are covered by the manufacturer’s warranty. Costs for parts needed for PCs that are not under warranty will be charged back to the Grand Jury. In both cases, the labor to troubleshoot and fix the equipment is included in the annual PC Maintenance charge.

**Professional Services Hourly Rates** - There is one hourly rate for all IT services charged by the hour during normal work hours 7AM to 5PM M-F. Several activities are charged the hourly rate.

## On Demand Services

* Requested Changes to PC environment
* Support for devices not under annual support.
* Other Support, Maintenance, & Installation

**Professional Services – After Hours** – This rate will be charged for any activities where a department requires IT to work outside of the normal IT work hours 7AM to 5PM Monday through Friday.

**Expectations of Grand Jury Members**

Those members that have been granted access to internal County resources need to review and comply with Chapter 26 of the Shasta County Personnel Rules regarding use of electronic assets and information security. Failure to comply will result in removal of access to the County network.

Grand Jury will designate one grand jury member to be the liaison (Forman or their designee) to the IT department. IT will not accept direction or data from any other grand jury member. Grand Jury will provide this in writing to the Chief Technology Officer (CTO).

It will be Grand Jury’s responsibility to request services from IT for the annual changes to the Active Directory login accounts, e-mail addresses at the beginning of a Grand Jury term.

Grand Jury will also need to submit a request for any changes to the Grand Jury internet web page.

Below are the guidelines for IT to post the annual reports and responses to the Grand Jury Internet web page.

* + All report documents provided to IT from the Grand Jury will be posted to the Grand Jury website within two business days from the time the documents were received. If reports are supplied to IT and a specific posting date is beyond two business days, it is the responsibility of the Grand Jury to specify a date when the reports are to be posted. If a specific positing date is not provided then the reports will be posted within two business days.
	+ Formatting of the report data is the responsibility of the Grand Jury. IT will not modify any report data that is received. The entire report (including introduction) and report chapters need to be provided to IT in a .pdf format. Documents in any other format will not be accepted or posted. IT recommends following the format included in attachment A. Attachment B is an example of a completed report.
	+ Once responses to the reports have been received, Grand Jury will prepare a new .pdf file with the entire report and report chapters (with responses) and provide to IT so it can be posted replacing the initial report on the web site.

#  Key Instructions and Control Log

**Key Issuance:** Master key control will be maintained by the County Administrative Office (CAO). Keys will be tracked by use of the attached Grand Jury Key Control Log, which will be maintained by the Foreperson. Each juror will fill in his or her name. The Foreperson is responsible for maintaining the Key Control Log and all ensuring all disseminated keys are returned by the jurors at the end of their term. Before being un-empaneled, each juror should turn in all Grand Jury keys to the Foreperson.

* **Office Keys (20): 19 Jurors / 1 CAO**
	+ At the beginning of each term, the jurors will go to the Foreperson to sign the Grand Jury Key Control Log, indicating which key(s) each juror receives. Replacement jurors may pick up their key(s) from the Foreperson and indicate as such on the Key Control Log.
	+ Those exiting before the end of their term or at the end of their term must return their key(s) to the Foreperson and indicate as such on the Key Control Log.
* **Building Keys (2): 1 Foreperson / 1 CAO**
	+ At the end of the term, the Foreperson must hand over the building key to the incoming Foreperson and indicate as such on the Key Control Log. If exiting early, the key must be turned over to the Foreperson Pro tem.
* **Post Office Box Key (2): 1 Foreperson / 1 Corresponding Secretary**
	+ The Foreperson and Corresponding Secretary are responsible for checking the Grand Jury’s P.O. Box.
	+ The Foreperson must hand over the P.O. Box key to the incoming Foreperson and indicate as such on the Key Control Log. The Corresponding Secretary may keep his or her key if holding over, and indicate as such on the Key Control Log.
* **Gray Storage Filing Cabinet Keys (8): 1 Foreperson / 1 Pro tem / 6 Jurors**
	+ After the Officers and Committee Chairs are selected, each should receive a key for the filing cabinets.
* **Black Filing Cabinet Keys (2): 1 Foreperson / 1 spare**
	+ The black storage filing cabinet key is maintained by the Foreperson and must be handed over to the incoming Foreperson.
* **Brown Filing Cabinet Keys (4): 1 Foreperson / 1 Pro tem / 1 Corresponding Secretary / 1 spare**
	+ This cabinet may be used for the Corresponding Secretary to maintain all correspondence files.
	+ The Foreperson must hand over this key to the incoming Foreperson and indicate as such on the Key Control Log. The Corresponding Secretary may keep his or her key if holding over, and indicate as such on the Key Control Log.
* **Foreperson’s Key Chain (1): 1 Foreperson**
	+ All of the Foreperson’s keys should be kept on the “Shasta County Grand Jury” keychain. This keychain and all the keys on it must be handed over to the incoming Foreperson.

**GRAND JURY KEY CONTROL LOG**

Grand Juror Office Building Post Office Filing Keys

Name Key Key Key Key Returned

# Statement of Interest for Carry-Overs and Foreperson

Any Grand Jurors interested in being considered by the Court as a Carry-Over Juror, and those interested in being appointed Foreperson, are asked to complete this Statement of Interest and submit it to the Superior Court Executive Officer (1500 Court Street, Room 205) no later than:

 .

The decision as to which jurors will be held over and who will be appointed Foreperson shall be within the sole discretion of the Presiding Judge.

1. Describe the skills and aptitudes that make you a good candidate for being held over for a second year of Grand Jury service.
2. Describe any special experience or accomplishments you have had as a Grand Juror, such as any work as an officer or committee chair, or as the lead author of a report, which demonstrates leadership ability or a strong work ethic.
3. Of the Grand Jurors who you understand to be requesting to be carried over, who do you believe would make the best Foreperson and why? (You may name yourself as the juror who should be appointed Foreperson.)

Please use additional pages, if necessary.

Name: Date:

Email: Telephone:

# GRAND JUROR EXIT FORM

This form is to be completed at the conclusion of service on the Grand Jury due to resignation, termination, or expiration of term.

I certify that I have performed the following:

□ Returned to the Foreperson all Grand Jury keys (door, filing cabinet, etc.).

□ Completed and filed a “leaving office” Statement of Economic Interests (Form 700) with the Clerk of the Board.

□ Completed and submitted to the Foreperson a final expense claim.

□ Destroyed or turned in to the Librarian all of my personal notes relating to any confidential Grand Jury investigations.

□ Returned to the Grand Jury library any reference materials or supplies.

**I promise I will forever keep secret whatever I or any other Grand Juror has said, the manner any other Grand Juror or I have voted on a matter before the Grand Jury, and any evidence adduced by the Grand Jury.**

Juror Signature Date

Foreperson Signature Date

For Foreperson only:

□ Return all unused/returned Manual binders to the Court Executive Officer or SCGJA.

□ Collect and store all jurors’ keys, and complete the Grand Jury Key Control Log.

□ Hand over the Foreperson’s keychain and keys kept thereon to the incoming Foreperson.

Foreperson Signature Date

# Statement of Interest for Grand Juror Reserve Pool

Any Grand Jurors interested in being considered by the Court to be included in the Grand Juror Reserve Pool are asked to complete this Statement of Interest and submit it to the Superior Court Executive Officer (1500 Court Street, Room 205) by the date of un-empanelment.

By completing this Statement of Interest, you are only indicating that you **may** be willing to be called to serve on the Grand Jury again, should the Grand Jury run out of alternates and require an additional member to be sworn in during a term. Your name and contact information will be added to a list maintained by the Court Executive Officer. You will be contacted yearly to determine your continued inclusion on this list. You may remove your name at any time, for any reason.

The decision as to which jurors will be added to the Grand Juror Reserve Pool shall be within the sole discretion of the Presiding Judge.

1. Describe the skills and aptitudes that make you a good candidate for being included in the Grand Juror Reserve Pool.
2. Describe any special experience or accomplishments you have had as a Grand Juror, such as any work as an officer or committee chair, or as the lead author of a report, which demonstrates leadership ability or a strong work ethic.
3. Which Grand Jurors, if any, requesting to be included in the Grand Juror Reserve Pool do you believe should **not** be included in the Pool, and why?

Name: Date:

Email: Telephone:

|  |  |  |
| --- | --- | --- |
| **Document Type** | **Number of Years to Hold** | **Number of Copies to Hold** |
| Consolidated Year-EndFinal Reports | Permanently as Hard Copy andWeb Archive | Keep 2 File Copies permanently andmultiple copies of recent reports for distribution for up to 5 years |
| Responses | Permanently as Hard copy andWeb Archive | 2 Hard Copies |
| Labeled and DatedInvestigation Files\* | Retain files for non-controversial reports for 5 years.Retain files for sensitive reports as recommended by County Counsel and directed by investigating committee | 1 original fileWith approval of the Foreperson, highly sensitive files may be delivered to County Counsel’s office for retention |
| Revised Training Manuals (as approved by County Counsel) | Each grand jury approves itsProcedure ManualPrior Procedure Manuals and Training Materials for 5 years | 1 electronic and1 Hard Copy |
| Budget Documents | 1 year | 1 Hard Copy |
| Law Books & CGJACompendium | Until New Edition | 5 Hard Copies |
| Complaints and Log | Log – Permanent ComplaintsEnd of the GJ Term | 1 Hard Copy |
| Internal Communications(Not related to report or investigation but of historical value) | 5 years | 2 Hard Copies |

# Record Retention Table and Checklist

\*When each report is complete, the investigating committee shall cull its notes and documents and clearly label the remaining file with the report name and release date and a recommended period for retention based on the complexity of the report and the likelihood of future follow up and/or the potential for legal action. Also at year end, each committee reviews and discards files retained by former members of the committee according to recommended retention periods.

**Record Retention Checklist**

 **Shasta County Grand Jury Date:**

Committee:

Committee Chair:

Report Name:

⎕ Original complaint (if applicable)

⎕ All investigation proposals

⎕ All original documents from document requests, and actual document requests

⎕ Print out all official email correspondence (i.e., document requests or follow-up information requests received via email)

⎕ Any memos from County Counsel

Total Number of Interviews:

⎕ Paper copies of all interview notes (indicate which interviews were recorded on the notes)

⎕ All admonitions

Total Number of Report Drafts:

⎕ Print out all report drafts, including notes from County Counsel and the Presiding Judge

⎕ Print out final report

⎕ Media articles (if applicable)

Upon completion of the above, the collected documents are to be boxed and stored in the Grand Jury room for a minimum of five (5) years.

# Consolidated Final Report Checklist

□ Set up Record Searchlight insert quote presentation to plenary by March 1.

Consolidated Final Report due-by date:

□ Prepare Report Distribution List and Letters (see Procedures Manual page 75)

Formatting the consolidated final report in Word:

□ Front Cover design

□ Table of Contents, with page numbers

□ Letter to Presiding Judge

□ Grand Jury Member List

□ Summary of Full Grand Jury Activities

□ Sites and Facilities Visited

□ Grand Jury Committee List

□ Summary of Committee Activities

□ The Shasta County Grand Jury “It Matters”, including all disclaimers

□ Investigative Reports List, with page numbers

□ Back Cover design (group picture, credit, description, pictured list)

□ Each report should have:

□ Same formatting

□ Final graphics/design

□ Remove all disclaimers

□ Individual release dates at the bottom (if applicable)

□ Create and **proofread** PDF version of bound copy to be:

□ Delivered to the Opportunity Center by

□ Delivered to the Record Searchlight by

□ Delivered to County IT to be uploaded to the website on

□ First review of Record Searchlight insert on

□ Plenary approval of final Record Searchlight insert format

□ Final review of Record Searchlight insert on