



**2013 – 2014**  
**TEHAMA COUNTY**  
**GRAND JURY**  
**FINAL REPORT**

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**The 2013-2014 TEHAMA COUNTY GRAND JURY**

**Approved this FINAL REPORT**

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**Rick Spencer**

**Foreperson, 2013-2014 Tehama County Grand Jury**

**I Accept for Filing the Final Report**

**Of the 2013-2014 Tehama County Grand Jury**

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Honorable C. Todd Bottke

Supervising Judge

of the 2013-2014 Tehama County Grand Jury

**2013-2014 Tehama County Grand Jury**

**County of Tehama**

**P.O. Box 1061**

**Red Bluff, CA 96080**

Honorable Judge C. Todd Bottke  
Judge of the Superior Court  
County of Tehama  
P.O Box 248  
Red Bluff, CA 96080

Dear Judge Bottke:

In compliance with California Penal code 933, the 2013-2014 Tehama County Grand Jury submits its final report.

The 2013-2014 Tehama County Grand Jury Final Report includes five individual reports on the inquiries made of local government departments. The members of the 2013-2014 Tehama County Grand Jury reviewed and voted on all the reports. All of the reports received affirmative votes by super majority for inclusion and publication in the 2013-2014 Tehama County Grand Jury Final Report.

We respectfully submit the 2013-2014 Tehama County Grand Jury Final Report for your review and approval for filing.

Sincerely,

Rick Spencer

Foreperson, 2013-2014 Tehama County Grand Jury

## **The Tehama County Grand Jury**

The California Constitution mandates the establishment of a grand jury in each county. The functions of the grand jury are defined in the California Penal Code. The grand jury is administered by the Superior Court and is part of the judicial branch of the county government. Its functions are investigatory and fall into two basic categories, civil and criminal.

In its civil function, the grand jury investigates city and county governmental agencies, as well as special districts, examining procedures, methods and systems to ensure that the interests of the citizens of the county are being met effectively. Problems within these agencies may be noted, and solutions recommended, in the grand jury's reports. This is often referred to as serving in a civil "watchdog" capacity.

In its criminal function, the grand jury has a responsibility to inquire into possible public offenses and misconduct of public officers while in office. In addition, the grand jury may be called on to determine whether to return indictments charging the commission of felonies.

The Tehama County Grand Jury consists of 19 persons chosen from the citizens of the county. Individually, and as a group, they are expected to exercise diligence and sound judgment independent of other governmental agencies in carrying out their mandated responsibilities. Unlike most other counties, where the members of the grand jury are chosen from a list of applicants or volunteers, the members of the Tehama County Grand Jury are chosen from a randomly selected group of citizens as in a regular jury pool. This mode of selection provides a wide range of localities, ages, employment, and educational backgrounds among the members of the grand jury. This diversity not only brings a broad base of knowledge and experience to the group, but also brings an important variety of perspectives and insights into each of the situations investigated, strengthening the ability of the grand jury to assure that the needs of all the citizens of the county are being considered.

Inquiries into county agencies can be initiated within the grand jury itself, or can be initiated through complaints from the citizens of the county alleging misconduct or irregularities in the functions of the government. These complaints are acknowledged and considered by the grand jury to determine if an investigation is warranted. Some complaints are investigated independently. Others are included as part of a routine inquiry into the agency in question. Some are not acted upon by the grand jury because they are already being resolved through another venue, do not fall within the jurisdiction of the grand jury, or there is not sufficient time left to do a thorough investigation. In this last situation, the complaint is passed on to the next grand jury with a request that the members consider acting upon it.

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. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in grand jury investigations by protecting the privacy and confidentiality of those who participate in any grand jury investigation.

The Presiding Judge, the District Attorney, the County Counsel and other county departments and agencies assist the grand jury in its responsibilities.

## **Foreperson's Statement**

The 2013-2014 Tehama County Grand Jury has completed its responsibilities as charged by the Superior Court Supervising Judge of the 2013-2014 Grand Jury, the Honorable C. Todd Bottke. The activities of that grand jury as impaneled and sworn in on June 26, 2013 are detailed in the pages that follow.

The 2013-2014 Tehama County Grand Jury was selected at random after a questionnaire on background education, occupation, etc. was answered and returned to the Jury Commissioner.

The foreperson and foreperson pro tempore attended a one day training seminar put on by the California Grand Jurors' Association (CGJA) designed especially for jurors with leadership roles. A two day training seminar was held by the CGJA for the jurors. This seminar was beneficial in defining our responsibilities, providing guidance for organizing our team and laying out the sequence for proceeding with our activities during our tenure as a grand jury. We sent two people to a report writing seminar in November that provided a detailed process for documenting our work and writing our report. All of the seminars were informative. They were well organized, provided excellent workbooks for future reference and created a network of contacts with the CGJA for future questions.

In the month of October one member of the grand jury was excused and replaced with an alternate juror.

During the 2013-2014 Grand Jury term jurors met in plenary (full jury) sessions twice monthly, and more often as needed. Our plenary sessions commenced with the Pledge of Allegiance. The Grand Jury met in the Day Reporting Center. Committee meetings were held at various times, in various locations, as determined by the committee members. Additional committee meetings took place when visiting agencies, conducting tours, interviewing, collecting resource information and drafting reports. Our focus was to ensure we produced quality reports for the areas/agencies that we reviewed.

## **ACKNOWLEDGEMENTS**

The 2013-2014 Tehama County Grand Jury would like to extend our sincere and appreciative thanks to several key people who supported us this year.

We thank the Presiding Superior Court Judge C. Todd Bottke for his support and encouragement this year. He provided a clear sense of our responsibilities when we were impaneled and attended our first plenary meeting to answer questions, provide guidance and offer his support to us during the course of the year. We also thank County Counsel Arthur Wylene for his time in answering our questions and providing us with guidance when needed. He was always responsive and knowledgeable in the matters discussed. We also thank District Attorney Greg Cohen for his assistance during our term.

We were very fortunate to work with Diane Graham, Superior Court Secretary and Grand Jury Coordinator. Diane was a wonderful resource and pleasant in her manner. We would like to extend our thanks to Diane for her guidance and support.

In the process of completing our inquiries, we had the opportunity to meet with numerous community leaders, who were very helpful. They were professional, responsible, honest and informative. We were impressed with the caliber of people we worked with in all of our visits.

As the foreperson, I also want to thank every member of the 2013-2014 Grand Jury. While no one volunteered for this duty, they accepted the responsibility that they were given and took pride in fulfilling their duties. Certain people took on a large share of the workload and I would like to thank them specifically. Jim Moore was foreperson pro-tem and provided us with experience in city and county matters, as well as chaired two separate committees. Loretta Steely, Cori Stroud, and Al Reine all took on the responsibility of chairing committees and I appreciate their support and leadership in creating quality reports. Al especially brought passion, extensive research, and energy to all our work. Allie Louisell provided excellent insight and very thorough notes from the visits she attended. Janice Cerro accepted the role of secretary and did a marvelous job with minutes, in addition to being a solid contributor to the committee work and providing pragmatic thoughts to the group. Marilyn Birkes served on three committees and worked countless hours on the report writing process. Last, but certainly not least, I want to thank Kim Gonsalves for the extensive work she and the entire Editorial Committee did for this report. Their collective wisdom and intellect in writing and creating this report was valued and very appreciated. Tehama County has been served well by this entire committee.



## **2013 – 2014 Tehama County Grand Jury Members**

Foreperson – Rick Spencer

Pro-Tem – James Moore

Secretary – Janice Cerro

Librarian – Serena Ferraris

Sergeant at Arms – Marvin Eckels

Marilyn Birkes

Travis Carver (Alternate)

Judy Crawford

Dusty Debragga

Kimberly Gonsalves

Sophia Gonzalez

Ward Jenkins

Tona Lamkins

Alexandra Louisell

Derrell Marcum

Gary Newman

Colleen Olson

Albert Reine Jr.

Loretta Steely

Cori Stroud

## **2013-2014 Tehama County Committees**

### **Campus Safety at Red Bluff Union High School**

Albert Reine Jr. – Chair

Colleen Olson

Serena Ferraris

Marilyn Birkes

Loretta Steely

### **Department of Corrections and Rehabilitation – Salt Creek Conservation Camp #7**

Cori Stroud – Chair

Judy Crawford

Marvin Eckels

Gary Newman

Sophia Gonzalez

### **Editorial Committee**

Kimberly Gonsalves – Chair

Marilyn Birkes

Judy Crawford

James Moore

### **Tehama County Coroner's Office**

James Moore – Chair

Janice Cerro

Alexandra Louisell

Derrell Marcum

Ward Jenkins

**Tehama County Jail Inquiry**

Loretta Steely – Chair

Janice Cerro

Alexandra Louisell

Marilyn Birkes

**Tehama County Public Administrator's Office**

James Moore – Chair

Ward Jenkins

Derrell Marcum

**2013 – 2014**  
**Tehama County**  
**Grand Jury**  
**Agency Inquiries**

# **Campus Safety at Red Bluff Union High School**



# **Campus Safety at Red Bluff Union High School**

## **SUMMARY**

The 2013-2014 Tehama County Grand Jury decided to visit the Red Bluff Union High School in order to review and inspect existing safety measures.

Members of the Tehama County Grand Jury interviewed various departments on the topic of safety. Many measures have been taken to insure student safety.

The changes that have been made include a full time police officer on campus who monitors security cameras, new locks on all doors, a K-9 unit (available as needed) and additional staff. Maintenance personnel now question unknown adults on campus. There are assemblies on bullying and safety drills, and the fence that separates the field from the creek has been improved.

## **GLOSSARY**

AVL - Automatic Vehicle Location

DOT – Department of Transportation

GATE – Gang Awareness Training Enforcement

GPS - Global Positioning System

GREAT – Gang Resistance Education and Training

RBPD - Red Bluff Police Department

RBUHSD - Red Bluff Union High School District

RBUHS - Red Bluff Union High School

SRO - School Resource Officer

## **BACKGROUND**

In light of the increased violence in our schools across the nation and the tragedy that occurred last year to a student in Red Bluff, the Grand Jury voted to review the safety measures in place at RBUHS.

## **METHODOLOGY**

Members of Grand Jury interviewed various offices and departments in order to gain information on current safety precautions in place at RBUHS. They interviewed the following on these dates:

September 24, 2013 - Staff at RBUHS

October 29, 2013 - Staff of the Superintendent's Office of the RBUHSD

November 6, 2013 - Staff at the RBPB

January 15, 2014 - Staff at the Superintendent's Office of the County School District

February 5, 2014 - Members attended the Tehama County School Safety Summit

February 26, 2014 – Staff at District Attorney's Office

February 27, 2014 - Members attended the lockdown drill at RBUHS

## **DISCUSSION**

RBUHS campus consists of one main building and numerous other structures. It covers about one square block. There are approximately 1,600 students attending the school.

The school administration's goal is to make the campus a safer place for the students. Due to increased gang activity on campus, the high school and law enforcement officials are endeavoring to raise awareness of gang identity. Two programs established to assist this endeavor are GREAT and GATE.

At the time of interview, members of the Grand Jury learned there had been one hundred and ninety-one reports of gang activity filed by the SRO. These reports resulted in sixty-six citations and fifty-five arrests.

The school administration has allocated funds to increase security measures on campus. During the 2012-2013 school year, RBUHS allotted approximately \$88,000.00 to school safety. The school has already initiated some safety measures. During our interview we learned that the fence that separates the high school field from the creek has been reinforced and made less breachable. There have been new locks installed on classroom doors, and they now lock from the inside instead of the outside.

There are approximately fifty surveillance cameras on campus, which are monitored by a full-time school resource officer. The existing surveillance system does not adequately monitor the entire campus. Additional cameras are needed. During an interview, it was suggested that the high school surveillance cameras be connected to the RBPd system, and that outdated equipment be updated. Additionally, a K-9 unit is available as a resource if circumstances warrant it.

The faculty at RBUHS has been counseled to be more alert to their surroundings and question all unknown adults. The school holds intruder drills monthly. The RBPd held two active shooter drills. The first drill involved only faculty, the second drill involved both faculty and students. In addition to intruder drills, the school holds annual bullying assemblies. As a resource the school has an intervention specialist, four counselors, the dean and a full-time psychologist available to its students.

The school has an open campus for the upper class students. All interviewees indicated that a closed campus and a gated parking lot would be safer. Under current policy, students are required to purchase a hanging ID in order to park in campus lots.

Teachers and other personnel do not have ID cards. Currently, there is no way of differentiating personnel from unauthorized adults on campus. High school personnel are not randomly drug tested; they are only tested upon initial employment.

Members of the Grand Jury learned that RBHUSD and Evergreen Union School District were jointly awarded a grant to initiate the Safe Route to School Program. The program endeavors to improve student access to school bus pickup and drop off locations.

At the time of interview, there is no way of tracking the position of school buses en route. Staff interviewed suggested the installation of an AVL/GPS tracking system in the school buses. In the event that a driver is unable to communicate with his/her dispatcher, administration would be able to track down the location of the bus.

## **FINDINGS**

- F1. Access to creek area has been made less breachable, and the fence has been reinforced.
- F2. New locks, which can be locked from the inside, have been installed on the classroom doors.
- F3. RBUHSD has allocated funds to the following safety measures: fencing and reinforcement, SRO and changing locks on doors, K-9 and miscellaneous.
- F4. There is a stronger adult presence, including maintenance personnel, monitoring the activities on campus.
- F5. A full-time police officer (SRO) is now onsite to monitor the cameras and support campus security measures.



- F6. Monthly intruder drills have been initiated.
- F7. An active shooter drill was conducted with faculty by the RBPD. Another drill including students was conducted in February 2014.
- F8. There is an assembly held annually regarding how to handle bullying and what resources are available to students. Among the resources available are an intervention specialist, four counselors, the dean and a full-time psychologist.
- F9. Students are required to purchase hanging IDs cards for vehicles parked in the student lot.
- F10. Currently, school personnel do not utilize photo identification cards, making it difficult to differentiate between authorized and unauthorized persons on campus.
- F11. RBUHS does not have a closed campus.
- F12. Law enforcement reported increased gang activity on campus.
- F13. There is no way of tracking the position of school buses en route.

## **RECOMMENDATIONS**

- R1. None
- R2. None
- R3. RBUHS Administration should seek additional grants to enhance campus security and create a five year implementation plan.
- R4. None
- R5. RBUHS Administration should purchase and upgrade the school surveillance system when funds become available. The surveillance cameras should connect to the RBPD system.
- R6. None
- R7. We commend the RBUHS Administration and RBPD on the active shooter drills held. We recommend that RBUHS Administration and RBPD continue with these practices as is financially feasible.
- R8. None
- R9. None
- R10. RBUHS Administration should implement a visible photo identification card system for personnel by the 2014-2015 school year.

- R11. RBUHS Administration should evaluate the feasibility of establishing a closed campus for the upcoming school year.
- R12. We commend RBUHS and law enforcement officials for their ongoing efforts in raising awareness of gang activity.
- R13. RBUHSD Administration should install an AVL/GPS tracking system on school buses by the 2015-2016 school year.

### **REQUEST FOR RESPONSES**

Pursuant to Penal Code section 933.05, the grand jury requests responses as follows:

The 2013-2014 Tehama County Grand Jury kindly requests a response from the Tehama County Department of Education and the Superintendent of RBUHSD in regards to the aforementioned recommendations.

### **BIBLIOGRAPHY**

Red Bluff High School. [www.RBUHSD.k-12.ca.us](http://www.RBUHSD.k-12.ca.us)

Trapeze Group. School Transportation Management Solutions: Automatic Vehicle Location. [www.trapezegrup.com](http://www.trapezegrup.com)



## Larger Components of Ending Fund Balance

CAHSEE	\$180,000
IMF/Lottery IMF	\$606,000
Professional Development	\$452,000
Targeted Instructional Improvement	\$303,000
Lottery	\$668,000
PAR/Gate/Counseling	\$127,000
ROP	\$ 70,000
Safety	\$ 88,000
Smaller Learning Communities Grant	\$ 74,000
ASSETS	\$ 43,000
Special Ed	\$228,000
Economic Impact Aid	\$ 74,000
TUPE	\$ 36,000
Teacher Quality/REAP	<u>\$ 63,000</u>
	\$3,012,000

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*SRO Security Screen*



*Security Door Lock*



**Department of Corrections  
and Rehabilitation  
Salt Creek Conservation Camp #7**



## **Department of Corrections and Rehabilitation Salt Creek Conservation Camp #7**

### **SUMMARY**

Members of the 2013-2014 Tehama County Grand Jury made a visit to the Department of Corrections and Rehabilitation, Salt Creek Conservation Camp #7 under Penal Code 919(b) which requires that the Grand Jury shall inquire into the condition and management of the public prisons within the county, which includes both state and local correctional facilities.

Salt Creek was found to be extremely clean and professional, while also expressing a relaxed environment. The primary mission of Salt Creek is to provide an additional workforce to help with fire suppression in the Tehama-Glenn Unit, although crews can be dispatched throughout the state.

### **GLOSSARY**

AA – Alcoholics Anonymous

AB – Assembly Bill

CAL-FIRE – California Department of Forestry and Fire Protection

CDCR – California Department of Corrections and Rehabilitation

MKU – Mobile Kitchen Unit

SCCC – Salt Creek Conservation Camp #7

### **BACKGROUND**

There are 42 adult and 2 Division of Juvenile Justice Conservation Camps in California. CDCR jointly manages 39 adult and juvenile camps with the California Department of Forestry and Fire Protection. Nearly 4,000 offenders participate in the Conservation Camp Program, which has approximately 200 fire crews.

Salt Creek Conservation Camp #7 was opened on May 1, 1987. The camp, located on Federal grounds, is jointly operated by the California Department of Corrections and Rehabilitation and the Department of Forestry and Fire Protection, (CAL-FIRE).

Inmates assigned to the camps are carefully screened and medically cleared. To be eligible, they must be physically fit and have no history of violent crimes, as defined by California Penal Code

667.5(c) and 667.5. The average sentence for adult inmates selected for camp is less than two years and the average time they will spend in camp is eight months with the maximum stay of five years. After being selected for camp, inmates undergo a vigorous two-week physical fitness training program and are then provided training for another two weeks in fire safety and suppression techniques.

CDCR's Conservation Camps Program provides the State of California's cooperative agencies with an able-bodied, trained workforce for fire suppression and other emergencies such as floods and earthquakes. Fire crews also work on conservation projects on public lands and provide labor on local community service projects.

## **METHODOLOGY**

Members of the Grand Jury visited and toured SCCC on October 13, 2013. During the site visit, the Grand Jury members conducted interviews with camp personnel, inmates and an inmate's visiting family member. Members of the Grand Jury also had the opportunity to observe the day-to-day camp operations.

## **DISCUSSION**

The SCCC inmate population consists of approximately 120 inmates, 11 correction officers and 12 Cal-Fire personnel. The inmate population of the camp comprises of low risk, Level 1 inmates. The staff has concerns that AB 109 prison realignment is causing a shortage of qualified Level 1 inmates. All inmates are transferred in from the Susanville State Prison.

SCCC is Stage 1 fire ready, has 3 Strike Teams and is the Initial Attack Response Team for the Tehama-Glenn Unit. During fire season the strike teams could be away from camp for 30 - 70 consecutive days fighting fires, and the officer(s) remaining at camp could potentially work 24 hour shifts for the same duration. SCCC supplies and operates a Mobile Kitchen Unit (MKU) that will feed up to 1,500 firefighters at a fire base camp. Members of the Grand Jury learned that during the fire season when most of the inmates and staff at camp are not on the grounds, there may be only one guard on-site to oversee any remaining inmates.

The SCCC facility includes dormitories, kitchen/dining area, inmate hobby/workshops, laundry facilities, administration building, firefighting equipment, vehicle maintenance building, family visitation home and a gym. Inmates are responsible for grounds and garden maintenance, vehicle repairs, food preparation and service, laundry and all building maintenance and repair. The SCCC garden supplies 2,600 pounds of produce for the camp each year. Any produce in excess of the SCCC's needs is bartered with neighboring camps for other supplies.

Non-profit, government funded agencies can hire crews for \$200 per day. The crews are dispatched to worksites daily with one crew remaining at camp to take care of the camps daily



needs. CDCR is responsible for the security, supervision, care, and discipline of the inmates. CAL-FIRE maintains the camp, supervises work of the inmate fire crews and is responsible for the custody of inmates on their daily CAL-FIRE work projects. CDCR staff may accompany inmate crews while assigned to emergencies to assist in the care and security of the inmates.

The SCCC has an on-site full reproduction print shop, which produces print material for government agencies. This project is overseen by CAL-FIRE.

No medical facilities are located at Salt Creek, but CAL-FIRE staff has been trained for medical emergencies. The inmates are transferred for medical, dental or vision to facilities at High Desert in Susanville for periodic checkups. If a higher level of care is required, inmates are taken to the nearest appropriate medical facility.

SCCC has a fire escape plan and drills are conducted monthly.

The SCCC offers a GED program and college courses. Additional inmate programs include; AA, Celebrate Recovery, Jehovah's Witness and Protestant Services. All programs are established through the Susanville Prison.

## **FINDINGS**

- F1. At times there may be only one security guard on-site during the fire season to oversee the inmates for prolonged periods.
- F2. SCCC offers a variety of educational, religious and self-improvement programs to inmates. The 2013-2014 Tehama County Grand Jury commends the SCCC on their efforts.
- F3. The SCCC effectively manages their food resources through their on-site garden and bartering system. The 2013-2014 Tehama County Grand Jury commends the SCCC on the management of their resources and their sustainability practices.

## **RECOMMENDATIONS**

- R1. It is recommended that SCCC install surveillance cameras as an added security measure.
- R2. None
- R3. None

## **INVITED RESPONSE**

While the 2013-2014 Tehama County Grand Jury does not require a response to the findings or recommendations presented, the members of the Grand Jury welcome comments from the Lieutenant of the California Department of Corrections and Rehabilitation in regards to R1.

## **BIBLIOGRAPHY**

California Department of Corrections and Rehabilitation, Conservation (Fire) Camps.

[http://www.cdcr.ca.gov/Conservation\\_Camps/](http://www.cdcr.ca.gov/Conservation_Camps/)

[http://www.cdcr.ca.gov/Conservation\\_Camps/Camps/Salt\\_Creek/index.html](http://www.cdcr.ca.gov/Conservation_Camps/Camps/Salt_Creek/index.html)



*Vegetable Garden*

# Tehama County Coroner's Office



# **Tehama County Coroner's Office**

## **SUMMARY**

According to Government Code 27491, the County Coroner is required by State law to:

1. Investigate any sudden, violent, or unusual deaths, or deaths that fall within the jurisdiction of the Coroner.
2. Establish the positive identity of the deceased.
3. Determine the date, time, circumstance, and the cause and manner of death.

Members of the 2013-2014 Tehama County Grand Jury met with the staff of County Sheriff/Coroner at 5pm on October 3, 2013. The purpose of the meeting was to conduct a general interview to gain knowledge of the responsibilities of the office of County Coroner. A follow-up interview by members of the Grand Jury was made at 5pm on November 12, 2013. During these interviews the Grand Jury members found the duties and responsibilities of the Coroner's Office are being fulfilled under Government Code 27491.

## **BACKGROUND**

The 2013-2014 Tehama County Grand Jury chose, as part of their required responsibility, to visit several governmental departments or agencies. Having no known record of being visited by a Grand Jury within the last ten years, the Tehama County Coroner's Office was chosen for review.

## **METHODOLOGY**

On October 3, 2013 members of the Grand Jury met with the staff charged with the duties and responsibilities of the Office of Coroner. A follow-up interview was conducted on November 12, 2013.

## **DISCUSSION**

The Coroner's Office consists of the Coroner, supervising assistant to the Coroner and two deputies. Members of the Grand Jury learned each staff member is trained in the laws and policies relating to their duties. Each member has years of experience handling cases under the jurisdiction of the Coroner.

Although the elected Tehama County Sheriff-Coroner is responsible for the operations of both the Coroner's office and Sheriff's office, the two offices are administratively separate. However, the coroner's staff maintains a close working relationship with all law enforcement agencies. There is no known record, verbal or written, of complaints brought forth against the Coroner's Office during the years of the current administration. Staff will investigate between 200 to 300 cases each year. Records indicate 279 cases were investigated last calendar year.

Autopsies may be required on an average of twenty-five to thirty cases each year to determine the cause of death. According to records, six autopsies were performed outside of the county requiring a Forensic Pathologist, and twenty-five autopsies were performed in the local facilities last calendar year. A Forensic Pathologist may be required to testify in a court of law as to the cause of death.

Autopsy cost may vary by case. An autopsy ranges from as low as \$100 for a medical records check in natural death cases to as high as \$2,500 in cases requiring a Forensic Pathologist. The average annual cost per autopsy fluctuates between \$300-500.

Stemming from years of experience, staff has prepared a helpful "Informational Pamphlet" that is provided to family members to aid them in making final arrangements. A Chaplain's program is also provided to those in need (See Exhibit A).

One concern by staff is the cost to dispose of the remains following the completion of the death investigation. In some cases the next of kin is not financially able to make the final arrangements, or there is no known next of kin. In indigent cases the costs are covered by the Social Services Department under Welfare and Institutions Code, Section 17009.

A tour of the holding units and autopsy facilities was provided by staff. A refrigerated unit with six individual holding compartments is located in a room next to a fully equipped autopsy room. Cleanliness of the facilities was evident.

Two specially equipped vans are assigned to the Coroner's Office for service calls and transportation needs.

The current six place cold storage units are not capable of holding larger sized bodies. Members of the Grand Jury learned that the staff is attempting to acquire additional funding, via grants, for the purchase of a cold storage unit capable of holding two larger sized bodies on gurneys until time of autopsy or disposal. The cost of the unit under consideration is approximately \$6,000.

Staff is also seeking funds to purchase and install an in-house commercial washer and dryer for soiled sheets and blankets. An in-house unit would reduce the time and cost of trips to outside laundry facilities and would be cost effective.

A 2013-2014 operating budget for the Office of the Coroner was provided, showing a requested budget of \$399,937 and a recommended budget of \$370,973. At the time of interview, an official budget had not been adopted. Based on the number of Coroner's cases investigated last calendar year (279) divided into the highest total requested operating expense for the year, members of the Grand Jury calculated an average cost of \$1,433 per case. This amount does not

appear to be out of line with the cost of autopsy, investigation and the expected level of service required.

Deputy coroners are represented by the Tehama County deputy Sheriff's Association, and their compensation is set forth in the Memorandum of Understanding between the county and the Associations. Beyond the eight hour daily work schedule, deputies share a call schedule and are paid for a minimum of three hours call out, plus three hours of standby time for each 8 hours covered.

## **FINDINGS**

- F1. The Office of the County Coroner functions well within the confines of its responsibilities as required under Government Code 27491.
- F2. Staff is well-trained and experienced in performing their assigned duties.
- F3. The purchase and installation of an additional two person cold storage unit would be useful for storage of larger sized bodies.
- F4. The purchase and installation of a commercial type washer and dryer unit would be useful and cost effective in conducting the duties of the office.

## **RECOMMENDATIONS**

- R1. None
- R2. None
- R3. The Tehama County Coroner's Office Administration should continue the effort to secure funding for the purchase and installation of a cold storage unit capable of accommodating larger sized bodies.
- R4. The Tehama County Coroner's Office Administration should continue the effort to secure funding to purchase and install a commercial grade washer and dryer for in-house use.

## **INVITED RESPONSES**

The 2013-2014 Tehama County Grand Jury requires a response to the findings or recommendations presented from the Sheriff –Coroner and the Board of Supervisors.



## MORTUARY REFRIGERATION SYSTEMS

### STANDARD DESIGN FEATURES

#### Dimensions

Width: ..... 35 in./88 cm  
 Depth: ..... 88 in./221 cm  
 Height: ..... 80.5 in./204 cm overall

#### Door

Width: ..... 24 in./60 cm  
 Height: ..... 53 in./134 cm  
 • Flush mount door w/magnetic gasket

#### Installation

- Unit ships fully assembled, simply plug unit into an outlet and the unit is operational

#### Exterior of Box

- Embossed galvanized .016 steel construction

#### Interior of Box

- Walls & ceiling - .016 stucco-embossed galvanized

#### Insulation

- 4 in./10 cm foamed in place urethane (UL listed, Class 1)

#### Rack System

- Provided with (1) interior roller racks

#### Removable tray

- (1) HD plastic storage boards

#### Hardware

- Heavy-duty chrome plated hardware for long lasting use

#### Lighting

- (1) vapor proof light w/switch

#### Refrigeration

- Drop-in self-contained refrigeration system with digital thermometer and easy to adjust temperature controller

#### Operating temperature

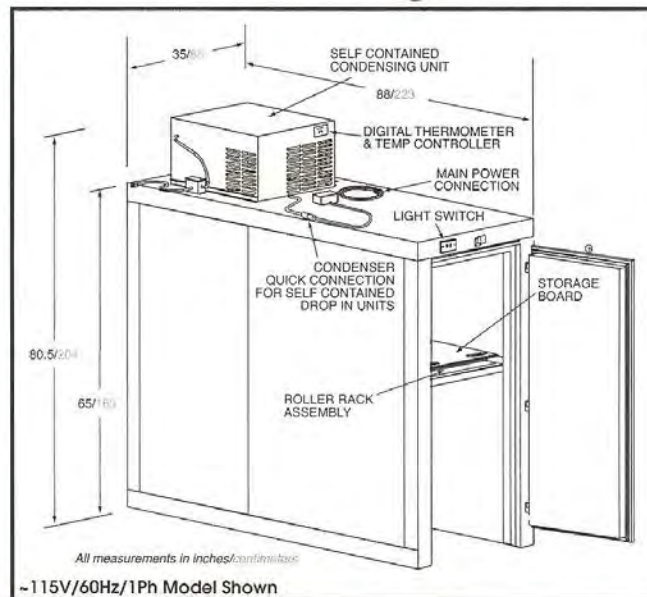
- 38°F/...

#### Electrical

- ~115V/60Hz/1Ph
- ~208-230V/50-60Hz/1Ph available
- Voltage (~208-230V) may affect dimensions & features

#### OPTIONAL FEATURES

- Custom sizes for larger cases
- Stainless Steel Body Trays 18 gauge Type 304 stainless steel w/No 4 finish (Optional)
- Mortuary cot or carrier



## MODEL 1036-R115 ROLL-IN TWO BODY REFRIGERATOR

411 North Aerojet Avenue  
 Azusa, CA 91702  
 Tel (800) 410-0100 • (626) 334-1471  
 Fax (626) 334-1704  
 www.mortechmfg.com  
**ISO 9001: 2008 CERTIFIED COMPANY**

10-06



## EXHIBIT A

We at the Tehama County Sheriff's Department Coroner Division extend our deepest sympathy to you during this difficult time. We hope that the information contained in this pamphlet will assist you by providing answers to commonly asked questions.

### Q. WHY IS THE CORONER INVOLVED?

A. The Coroner is required by state law (G.C. 27491) to investigate any sudden, violent, or unusual deaths, or other deaths that fall within the jurisdiction of the Coroner. It is the responsibility of the Coroner's Office to establish positive identity of the deceased; determine the date, time, circumstances, and the cause and manner of death. The Coroner's investigation is not only limited to the examination of the deceased, but may include interviews with family members and other witnesses. The collection of physical evidence and the safeguarding of personal property found at the death scene may also occur.

### Q. WHAT SHOULD I DO RIGHT NOW?

A. Select a funeral home and inform the funeral director that the death is being handled by the Coroner's office. Ask them to notify us as soon as possible. Our office does not select funeral homes nor do we make arrangements. In the event someone is making arrangements for the family, the Coroner must be provided with written authorization to release the deceased, signed by the legal next of kin.

### Q. WHERE WILL MY RELATIVE / FRIEND BE TAKEN?

A. He / She will be transported to the Coroner's main facility located at 22840 Antelope Blvd, Red Bluff, CA 96080 (530) 527-1130.

### Q. IS IT NECESSARY FOR ME TO COME TO THE CORONER'S OFFICE TO IDENTIFY THE BODY?

A. No. In a majority of the cases, visual identification is not required. Should it become necessary for you to come in or bring other records or x-rays, you will be contacted.

### Q. IS VIEWING ALLOWED?

A. No. The Coroner's office has a no viewing policy. Arrangements can be made at the funeral home for viewing.

### Q. WILL AN AUTOPSY BE PERFORMED?

A. The Coroner will decide if an autopsy is necessary, however approximately 75% of deaths we investigate do not require one. We may not perform an autopsy if the cause of death can be determined from other criteria, and is of "natural causes." If the deceased has been under the care of a physician accessing the medical history, and no suspicion of foul play exists, an autopsy may be waived.

### Q. WILL AN AUTOPSY PREVENT VIEWING AT A FUNERAL?

A. No. Although incisions are made, they are placed so that they will not be seen; they are also very carefully closed after the procedure just as in surgical procedures. At all times, the decedent is treated with the utmost respect.

### Q. HOW LONG WILL IT TAKE BEFORE MY RELATIVE/FRIEND IS RELEASED FROM YOUR OFFICE?

A. Generally it should not take more than two to three days. Your Funeral Director will coordinate the release on your behalf.

### Q. WILL I BE CHARGED FOR OTHER CORONER SERVICES?

A. The County at this time does not require fees for transportation and storage.

### Q. WHERE CAN I OBTAIN A DEATH CERTIFICATE?

A. A death certificate is issued after the examination is completed. Occasionally, more extensive testing is required; in which case an interim death certificate is issued which will allow the family to make funeral arrangements. Contact your funeral home or the Tehama County Clerks Office (530) 527-3350.

### Q. HOW DO I OBTAIN AN AUTOPSY, INVESTIGATION, AND TOXICOLOGY REPORT?

A. You need to officially request a copy from the Coroner's Office. The first set of reports is free to the next-of-kin. Contact the Coroner's Office at (530) 527-1130, Monday through Friday from 8:00 a.m. to 5:00 p.m. for details.

**Q. WHAT ABOUT TISSUE / ORGAN DONATION?**

A. In conjunction with Sierra Regional Eye and Tissue Bank and other agencies, we will make an effort to provide information to you about tissue donation. If you are interested in donation, call Sierra Regional Eye and Tissue Bank at (916) 456-0276.

**Q. MY RELATIVE / FRIEND WAS IN THE MILITARY, WHO CAN I CONTACT FOR INFORMATION?**

A. Persons who have served in the Armed Forces, were honorably discharged, and meet other service requirements may be entitled to a Veteran's burial. For information contact the Veteran's Service Office at (530) 529-3664 or your funeral director.

**Q. IF THERE ARE NO FUNDS FOR BURIAL, WHAT CAN I DO?**

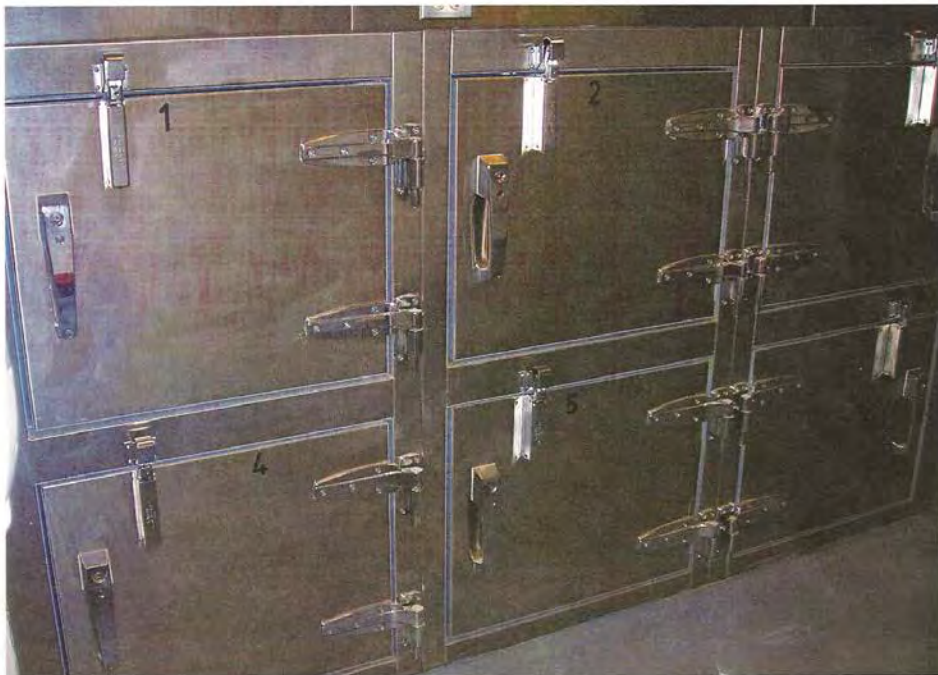
A. If the deceased or the legal next of kin do not have sufficient funds for burial, the alternative may be indigent cremation. The next of kin should contact the Tehama County Public Administrator at (530) 527-5634.

**Q. HOW CAN PERSONAL POSSESSIONS BE CLAIMED?**

A. Any personal possessions in the custody of the Coroner may be claimed by the legal next of kin. To avoid any inconvenience, call the Coroner's Office for an appointment. Sometimes personal possessions are taken into custody by other law enforcement agencies. You will need to contact those agencies to recover personal possessions in their custody. Unless there is a need to hold clothing as evidence, it will be disposed of for the safety of all persons involved. Governmental documents (driver's licenses, passports, military identification cards) will not be released to the next of kin, but will be returned to the issuing agency for disposition.

**Q. I NEED TO ENTER MY RELATIVE / FRIENDS RESIDENCE, BUT IT IS SEALED. WHAT CAN I DO?**

A. It is a misdemeanor to remove the Coroner Seal or enter without written authorization from the Coroner's Office. Please call (530) 527-1130 for formal arrangements.



*Existing Coroner Refrigeration Units*



# **Tehama County Jail Inquiry**



# **Tehama County Jail Inquiry**

## **SUMMARY**

Members of the Tehama County Grand Jury toured the Tehama County Jail as mandated by Penal Code 919(b) which requires that the Grand Jury shall inquire into the condition and management of the public prisons within the county, which includes both state and local correctional facilities. The Grand Jury found the facility well kept. The staff was cordial and cooperative and the inmates interviewed were clean and respectful. It was found that the jail is moving ahead with plans to build a new Day Reporting Center in order to deal with the effects of AB 109. The needs and requests of staff and inmates are duly noted in the discussion section of this report, as are the Grand Jury's findings and recommendations.

## **GLOSSARY**

AB - Assembly Bill

CPS - Child Protective Services

DRC - Day Reporting Center

GED - General Education Degree

HVAC - Heating Ventilation Air Conditioning

MRT – Moral Recognition Training

SB - Senate Bill

## **BACKGROUND**

Civil Grand Juries are required to examine, evaluate and report on physical and administrative conditions of public jails within their county. Members of the Grand Jury visited the Tehama County Jail located at 502 Oak Street in Red Bluff, California.

## **METHODOLOGY**

Members of the Grand Jury visited Tehama County Jail on October 22, 2013 and again on February 5, 2014. On the first visit a tour of the facility and extensive interviews with staff were completed. During the second visit inmates were interviewed, and a follow up interview with

staff was conducted. Incident reports and grievance statistics were inspected. An interview was also conducted with personnel at Escholar Academy on October 16, 2013 regarding educational services at the jail.

## **DISCUSSION**

Tehama County Jail was built in 1974 with additions completed in 1994. The exterior of the jail appears to be in good condition. The roof and HVAC replacement were completed in November of 2013. Overall, the interior of the jail is clean and well-maintained with some issues such as water stained ceiling tiles in the multi-purpose room, and missing ceiling panels in the kitchen area restroom. These are scheduled to be fixed when funds become available. Staff immediately addressed an issue of a blood stain in the intake area when members of the Grand Jury expressed concern.

During the initial visit, staff advised Grand Jury members of plans to add a cage in the interview room for added security. This project was completed upon the second visit.

There are two holding cells. One is designated as a solitary confinement cell/safety cell. The second cell is the sobering cell. According to staff, the cells are video monitored and the inmates are checked on hourly. During the visit, members of the Grand Jury observed an issue regarding the containment of inmates. There were not enough holding cells to adequately accommodate suicide watch cases, intoxicated individuals, etc. When dispatch is moved to the proposed new DRC, the staff hopes that an adequate number of holding cells will be added.

It was mentioned that inmates have the opportunity to earn their GED through the County Department of Education and Escholar Academy. Efforts have been made to offer the program in Spanish, but it is not available at this time. There is a computer lab with seven monitors. Frequent problems with the computers and the website have caused the program to be unavailable to the inmates much of the time. When queried on how many of the approximately 170 to 180 inmates were currently enrolled, staff estimated the count at six or seven. Some inmates interviewed were not aware the GED program is available. No teachers are available for this class, as it is a computer based program that is both diagnostic and prescriptive. In the interview with Escholar Academy, it was stated that even though the program is diagnostic and prescriptive, having tutors accessible to inmates would make this program more successful.

Staff expressed the need for parenting classes to be offered in the jail for inmates whose children have been taken by CPS. This would allow parents to complete the course while incarcerated, avoiding delays in being reunited with their children upon release. There are classes being offered such as MRT and drug and alcohol recovery. There are also very successful vocational programs offered to some classifications of inmates, such as auto shop and cabinet woodworking. Work training exists with Caltrans and the Tehama County Fairgrounds.

The inmates interviewed expressed feeling safe and respected. They said that they have access to Jail Administration when needed. Medical, dental, and counseling services are available upon request. The inmates interviewed stated these services were provided within an acceptable

period of time. They also commented about not having enough to do, such as job opportunities in the jail, board games, art supplies, books, outdoor games in the yard and additional programs.

The kitchen area was very clean and organized. They have 16 inmates/trustees who help with food preparation and tray set-up. Inmates who work in the kitchen must have medical clearance and training. They also need to demonstrate and maintain good conduct.

The current staff has instituted a recycling program that provides money for the Inmate Welfare Fund. Kitchen staff also expressed a desire to start a culinary program when the new DRC is completed.

There is a large population of Spanish speaking inmates. At the time of interview, members of the Grand Jury were informed there are no bilingual staff members. A phone hotline with a translation program is available to inmates.

The subject of AB 109 was discussed in an interview with administration. Seeking additional information members of the Grand Jury sought out further data on the proposed DRC. According to the Tehama County Sheriff's Office Press Information, the proposed DRC would include an "administration area that consolidates Probation's AB 109 functions, supports service providers, and Sheriff's staff so they can effectively collaborate and integrate programs including an expanded Sheriff's Work Release and vocational training programs." According to the Press Information, the new project would also include "two 32-bed male and female dormitory housing units with three dedicated inmate support areas and outdoor recreation" (Hencratt).

The expansion will allow for renovations in the current jail to provide a more efficient intake area and more safety/sobering cells. These plans are dependent upon receiving SB 1022 funding from the state. Partial funding has already been received. Grand Jury members were told that it is "very likely" the jail will receive the amount originally requested. The most recent formal update may be found at <http://tehamacountyca.iqm2.com/Citizens>. Tehama County Jail is moving forward with their plans for the proposed DRC.

## **FINDINGS**

- F1. The new roof and HVAC projects were complete; however, there are some projects related to the roof (ceiling repairs inside jail) that need to be addressed.
- F2. The interview room has been equipped with a holding cage for additional security measures.
- F3. There is a need for additional sobering/safety cells.
- F4. At the time of interview, there were no parenting classes offered and the GED Program was not functional.
- F5. The jail is to be commended on their vocational programs and their projected plans for the proposed new DRC.

- F6. There are not adequate activities for the inmates, such as board games, art materials, equipment in the exercise area, books, and job opportunities.
- F7. The kitchen staff is to be commended for the recycling program instituted to raise money for the Inmate Welfare Fund.
- F8. There is a need for bilingual staff at the jail.
- F9. AB 109 is changing the role of county jails, and Tehama County Jail Administration and staff are addressing these changes in a timely manner as funding is provided.

### **RECOMMENDATIONS**

- R1. The Tehama County Jail Administration should complete the planned ceiling repairs as funds become available.
- R2. None
- R3. None. It is recommended that this subject be revisited by the current Grand Jury upon completion of new DRC.
- R4. The Tehama County Jail Administration and the staff responsible for education need to address the inconsistent opportunity for inmates to participate in a GED Program and the lack of parenting classes.
- R5. None
- R6. Tehama County Jail Administration should seek sources for contributions of board games, art materials, books, and outdoor equipment for the exercise yard and develop additional job opportunities for inmates.
- R7. None
- R8. The Tehama County Jail Administration needs to place a higher priority on hiring bilingual personnel as new hires occur.
- R9. None

### **REQUEST FOR RESPONSES**

Pursuant to Penal Code section 933.05, the grand jury requests responses as follows:

The 2013-2014 Tehama County Grand Jury kindly requests a response from the Tehama County Sheriff in regards to the aforementioned recommendations.



## **BIBLIOGRAPHY**

Hencratt, D. and Johnston, P. "Tehama County Sheriff's Office Press Information."

## **DISCLAIMER**

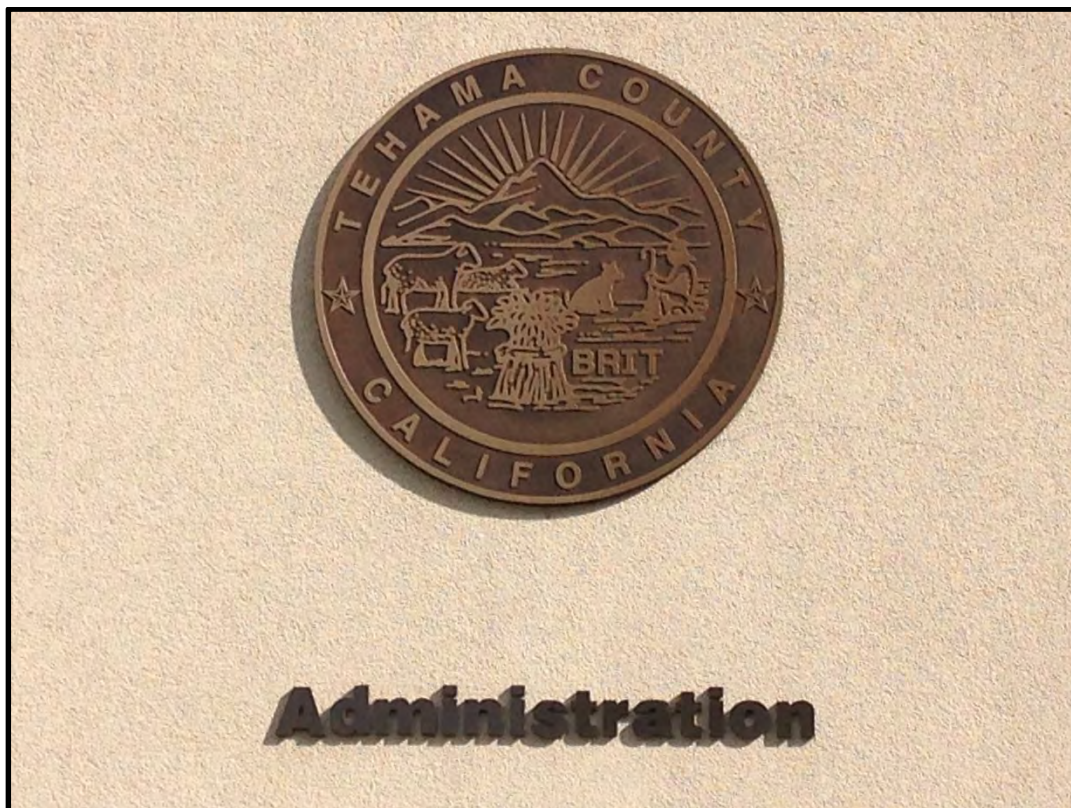
This report was issued by the 2013-2014 Tehama Grand Jury with the exception of one juror. This juror was recused from this committee and did not participate in the writing nor the final approval of this report.



Proposed Day Reporting Center

# **Tehama County**

## **Public Administrator's Office**



# **Tehama County Public Administrator's Office**

## **SUMMARY**

The 2013-2014 Tehama County Grand Jury decided to conduct an interview with several offices of county government having no recorded history of being visited by a Grand Jury within the last ten years. Penal Code 925 and 933(a) require at least one report on county government. The Tehama County Public Administrators Office was chosen for review.

Members of the Grand Jury found the Office of Public Administrator to be in compliance in its duties and responsibilities of investigating and administering the estates of deceased individuals.

## **GLOSSARY**

PA - Public Administrator

PG - Public Guardian

## **BACKGROUND**

In 2004 the Tehama County Board of Supervisors initiated a legal process of law to amend the County Charter regarding the separation of the Tehama County Public Administrator from the Tehama County Sheriff/Coroner. Through this process of law the Public Administrator was changed from an elected office to an official appointed position and consolidated with and under the Director of Public Guardian. According to staff, the results of this legal process increased the efficiency of the county's operation and continued to provide quality service to the individuals and families in need.

## **METHODOLOGY**

Members of the Grand Jury met with and interviewed staff of the Public Administrator's Office on November 1, 2013. The purpose of the interview was to gain knowledge of the responsibilities and function of the office.

## **DISCUSSION**

The responsibilities of the Public Administrator's Office include investigating and administering the estates of individuals who die with no known next of kin or without a will, attempting to

locate next of kin, locating and protecting assets of the deceased, assisting in locating a will and acting as a personal representative of the estate if no next of kin can be found.

The current Director came to Tehama County with six years background experience and is certified through the Association of Public Administrators, Public Guardians and Public Conservators since 2007.

Cases falling under the jurisdiction of the PA Office may come from many sources such as mortuaries, Coroner's office, family members and friends or neighbors of the deceased. Staff work hours vary by individual case depending upon information revealed through the process of investigations. At the time of this visit, records indicate twenty-five active cases are being investigated. It is typical for a deputy to work five to six cases at a time.

The total annual adopted budget for the combined offices for 2013-2014 is approximately \$440,000. An estimated thirty percent of the annual budget is dedicated to the support of the Public Administrator's Office. The Tehama County Public Administrator's Office is eligible to collect a fee for administering estates per Probate Code section 7666. Staff indicated one case qualified for that fee in fiscal year 2012-2013 and one case during fiscal year 2013-2014. No other known sources of financial support, such as grants, are available to the Public Administrator's Office.

The Tehama County Board of Supervisors recognized the department's checks and balances in accounting were insufficient and outdated. They assigned the new Director of the PG/PA the task of restructuring the accounting process. The restructuring method involved collaboration between the Board of Supervisors, the Chief Administrator, County Counsel and the County Auditor. The process was approved and the Auditor began providing the accounting duties of the PG/PA department in January 2013.

A packet containing general information of both the PG and PA office was provided to the Grand Jury. The focus was on programs offered and actions taken since September 2012. It also included future outlook of both departments. The packet is available to the public upon request.

As the county grows the call for PA services will increase. The department anticipates adding additional staff as funds become available and the office's workload increases.

## **FINDINGS**

- F1 The Tehama County Public Administrator's Office is in compliance with the laws under which they are governed.
- F2 The Office of Public Administrator may be in need of additional staff as the county's population increases.

## **RECOMMENDATIONS**

R1 None

R2 The Grand Jury recommends that the Tehama County Public Administrator hire additional staff when funds become available and as the need arises.

## **INVITED RESPONSES**

The 2013-2014 Tehama County Grand Jury requires a response to the findings or recommendations presented from the Public Administrator and the Board of Supervisors.

## **PAST AND FUTURE GRAND JURY RECOMMENDATIONS**

### **FOLLOW UP**

The 2012-2013 Tehama County Grand Jury recommended the 2013-2014 Grand Jury review the following:

- Follow up on the 2011-2012 Grand Jury review related to the Tehama County Community Corrections Partnership (CCP).

*Response: The 2013-2014 Grand Jury chose not to take action on this item.*

### **RECOMMENDATIONS**

The 2013-2014 Grand Jury recommends that the 2014-2015 Grand Jury review the following:

- The citizen complaint that was submitted in April 2014. The 2013-2014 Grand Jury did not feel there was adequate time to thoroughly and properly investigate this topic.

**RESPONSES TO THE  
RECOMMENDATIONS OF THE  
2012-2013 TEHAMA COUNTY GRAND JURY**

**Tehama County Social Services**

**Board of Supervisors – County of Tehama**

**Air Pollution Control District**

**Child Support Services**

**Department of Corrections and Rehabilitation**

**Tehama County Cooperative Fire Protection**





TEHAMA COUNTY

**Social Services**

t: (530) 527-1911 • f: (530) 527-5410 • P.O. Box 1515 • 310 South Main Street • Red Bluff, CA 96080

www.tcdss.org

*Charlene Reid, MSW, Director*

Date: August 22, 2013

To: The Honorable Judge Jonathan W. Skillman  
Superior Court  
PO Box 278  
Red Bluff, CA 96080

From: Charlene Reid  
Director of Social Services

Re: 2013 Grand Jury Report Responses



The Grand Jury Report was accurate in defining the fundamental goals of Child Welfare Services (CWS). There is staff available to receive calls at all times and prepared to assist as required. We have incorporated evidence based tools into our practice. We use performance analysis tools that quantify CWS data to establish accountability for meeting statewide benchmarks. The primary goals of CWS are to provide for the safety and wellbeing of Tehama County children as well as insuring children have permanency in the form of a stable home in a family setting.

To address the recommendations that the grand jury made:

F1. We are in agreement with the finding.

CWS requests law enforcement assistance for safety issues when needed. CWS staff is directed to call for assistance if safety issues exist in responding to CWS cases or referrals.

R1. We are in agreement with the recommendation.

The law enforcement officials from Red Bluff Police Department, Tehama County Sheriff's Department and Corning Police Department have been contacted to set up a review of current procedure and practices in this area. Therefore, we will proceed to identify improvements to provide maximum efficiency and safety in our work together as needed. Also, staff is directed to gather and provide information on how other California counties handle these situations and search for best practices in this area. It is my experience in three other California counties where I was employed in CWS, that our Tehama County process with law enforcement agencies is identical.

F2. We are in substantial agreement with this finding.

The only clarification needed on this finding is staff is directed to get supervisory approval for all overtime. Staff is not to use personal time to complete work.

R2. We are in agreement with this recommendation.

Staff is directed to review and seek improvements and efficiencies in data input including translation/transcription processes.

Further, we began the use of tablets to complete timely documentation in our Child Welfare Services statewide computer system (CWS/CMS) in late 2011. As of July 29, 2013 we began piloting a project with two tablets that have been updated with the ability to remotely access the desktop of the worker. With this access, the worker can get into the CWS/CMS system to see all past referrals and cases, access documents and enter data in real time. Once the pilot is done and a policy is developed, all workers will be given remote access on tablets allowing them to efficiently complete work in the field in real time. These tablets are wireless.

F3. We are in agreement with this finding.

R3. We are in agreement with this recommendation.

The Child Abuse Prevention Council has recently presented Mandatory Reporter training with a panel of people that included child welfare staff, law enforcement and Victim Witness staff through the District Attorney office. In the future, Mandatory Reporter training will occur two times per year open to the community to attend. We will promote the training in the media and send invitations to local agencies that have employees who are considered Mandated Reporters.

F4. We are in agreement with this finding.

R4. We are in agreement with this recommendation.

We are in need of more foster and adoptive homes in Tehama County. We know through research that children do best with people who know them. With each child we attempt to find a relative or a non-related extended family member. In the event that we cannot find a familial placement, we utilize available foster parents from our Tehama County licensed pool of foster parents. We also use certified foster families from foster family agencies in Tehama County and the surrounding counties as needed. As children do not fare well in institutions, we utilize placements in group homes when all other options have been exhausted for a specific child. We have very few foster children placed in group homes. On average in the last three years we have had between 2-3 foster children in this type of setting in any given month. If a child is placed out of the county, it is been determined that the out of county placement is needed for the best interest of the child. At this time 80% of Tehama County foster children are placed in Tehama County. Currently, we are developing a new recruitment presentation

and process to increase our cohort of licensed foster parents. Additionally, Judge McGlynn will be joining us in presenting in the community to raise awareness.

F5. We are in partial agreement with this finding.

Tehama County does have a significant Spanish speaking population. However, CWS currently has 13 cases that list Spanish as the primary language and two bilingual social workers who carry all the Spanish speaking cases and one bilingual social service aide, so there is not an issue with enough bilingual workers to manage the cases.

R5. We are in agreement with this recommendation

We continue to recruit bilingual staff as needed. There are other program staff members in the department who are certified bilingual. They assist with phone calls and attend meetings when a neutral party is needed as an interpreter. We confirm that the current usage of bilingual staff is sufficient. We will continue to recruit bilingual staff as needed. We have assessed the need for bilingual staff and consider the usage to be efficient.

I want to thank the 2012-2013 Tehama County Grand Jury for their thorough report, positive input and suggestions for improvement in serving the children and families in our communities. We look forward continuous quality improvement to serving the children of Tehama County.

Sincerely,



Charlene Reid, MSW  
Social Services Director



Board of Supervisors  
COUNTY OF TEHAMA

District 1 – Steve Chamblin  
District 2 – Sandy Bruce  
District 3 – Dennis Garton  
District 4 – Bob Williams  
District 5 – Burt Bundy



Williams J. Goodwin  
Chief Administrator

August 22, 2013

Honorable Judge Jonathan W. Skillman  
Superior Court  
P.O. Box 278  
Red Bluff, CA 96080

ENDORSED  
**FILED**  
SUPERIOR COURT OF CALIFORNIA  
AUG 26 2013  
COUNTY OF TEHAMA, CIVIL DIVISION  
GINA SETTER, CLERK OF THE COURT  
BY BETTY BANDEL, DEPUTY

Re: Tehama County Administration Response to 2012-2013 Grand Jury Final Report

Dear Judge Skillman:

I have reviewed the 2012/2013 Tehama County Grand Jury Report and wish to thank the members of the Grand Jury for their dedication in the past year. Administration staff met with members of the Grand Jury during their investigation into three areas and found them to be a thoughtful and professional group of people. The three investigations were:

- 1) Tehama County Economic Development Corporation
- 2) Americans with Disabilities Act (ADA) Compliance in County Parks and County Facilities
- 3) Board of Supervisors Salary

Although no response is required from Administration for the first two investigations, I would like to take this opportunity to address the findings and recommendations made by the Grand Jury.

**TEHAMA COUNTY ECONOMIC DEVELOPMENT CORPORATION (TEDC)** – The Grand Jury correctly understood that TEDC is an independent organization which receives financial support from both public and private entities.

Findings

- F1 I concur with the finding that TEDC has kept the organization viable during the time of significantly reduced funding.
- F2 I concur with the Grand Jury's finding that by contracting for services through the administration of the Job Training Center, TEDC is effectively allocating the limited resources that are available.

Recommendations

- R1 I agree with the recommendation that the County of Tehama should work with TEDC to increase information made available to the public. This has been partially addressed by providing space for economic related materials at public counters, presentations by TEDC

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and others at Board meetings, and participation in the State Fair exhibit. The County will continue to seek additional opportunities to involve more public participation in business development.

#### **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE IN COUNTY PARKS AND COUNTY FACILITIES**

##### **Findings**

- F1** I concur with the Grand Jury finding that Proposition 12, a year 2000 Park Bond and Proposition 40, a year 2002 Resource Bond Act provided resources to improve County parks accessibility for persons with disabilities.
- F2** I concur with the finding that the County has contracted with a private firm to identify accessibility issues and create a Self-Evaluation Report that will be used to develop an action plan.

##### **Recommendations**

- R1** I agree with this recommendation and Administration will work with maintenance staff and the Board of Supervisors to continue to take a proactive approach towards ADA compliance within our County parks and facilities in support of existing and future ADA regulations in order to assure accessibility for those with disabilities in Tehama County.
- R2** I agree with this recommendation that the ADA Self Evaluation and Transition Plan is moving forward with Disability Access Consultants (DAC) and the County will develop an action plan, identify funding sources as well as time targets for completion of the final plan, when it becomes available.

**BOARD OF SUPERVISORS SALARY** – A response from the Tehama County Personnel Administrator is required as a result of this investigation. As the Tehama County Chief Administrator, I also currently serve as the Personnel Director with the Personnel Administrator reporting to me in both of these capacities. I am responding to these findings and recommendations with extensive input from the Personnel Administrator.

##### **Findings**

- F1** I concur with the Grand Jury's finding that the Tehama County Board of Supervisors member's salary has not been adjusted since 1989. However, as noted in the Grand Jury report, the members also receive allowances to cover certain county-related expenses which have been added subsequent to 1989.
- F2** I concur with the finding that there is a significant difference between the salary Tehama County offers when compared to other similar size counties in California. However, the list of Counties included in the Grand Jury report does vary from the six county survey list that has been used in the past several years during Tehama County employee memorandums of understanding negotiations.
- F3** Although the current Board of Supervisors is well qualified, I agree with the Grand Jury finding that the current salary could pose as a deterrent to otherwise qualified future candidates for Board member positions.



Recommendations

R1 & R2 – no recommendations

R3 I agree with the Grand Jury recommendation that the Personnel Administrator evaluate the Board of Supervisors job description and recommend an appropriate compensation package. I agree in part with the recommendation that the Board of Supervisors place a measure on the June 2014 ballot. The Board of Supervisors should determine which election would be most appropriate.

The Personnel Administrator has initiated the process to develop a job description and appropriate compensation package. Staff is committed to providing the Board of Supervisors with recommendations in time to allow placing a measure on the June 2014 ballot to implement the recommended compensation package. The process that the Personnel Administrator is using to accomplish these goals is explained in more detail below.


The County's Personnel Administrator has gathered job descriptions for Board members from other agencies as well as information from local documents which explain the responsibilities of Tehama County's Board of Supervisors. This information will be used to create a job description for the Board of Supervisors. The job description will be created using the same format as all other County job descriptions, stating the definition, essential functions, requirements, physical demands and working conditions of the job of a Board Member. Using this format will provide for consistency within the County.

To recommend an appropriate compensation package for Board members, the County's Personnel Administrator is using the standard six comparator counties; Butte, Shasta, Glenn, Yuba, Lake and Siskiyou. These agencies have been used for all salary and benefit comparisons dating back to the Classification and Compensation study that was performed in 1998. Salary and benefit information is being gathered from these comparator agencies and then will be compared to the salary and benefits provided to Tehama County's Board Members. Once that information has been gathered and evaluated, the Personnel Administrator will prepare a recommendation for an appropriate salary and benefit package.

Administration will present the recommended classification and compensation package to the Board of Supervisors and seek direction as to the timing and contents of the ballot measure.

Again I would like to thank the Grand Jury for their thorough and comprehensive investigation into these matters.

Sincerely,



Williams J. Goodwin  
Chief Administrator

Board of Supervisors  
COUNTY OF TEHAMA

District 1 – Steve Chamblin  
District 2 – Sandy Bruce  
District 3 – Dennis Garton  
District 4 – Bob Williams  
District 5 – Burt Bundy



Williams J. Goodwin  
Chief Administrator

September 17, 2013

Honorable Jonathan Skillman  
Tehama County Superior Court  
P.O. Box 278  
Red Bluff, CA 96080

ENDORSED  
**FILED**  
SUPERIOR COURT OF CALIFORNIA  
SEP 20 2013  
COUNTY OF TEHAMA, CIVIL DIVISION  
GINA SETTER, CLERK OF THE COURT  
BY BETTY BANDEL, DEPUTY

Dear Judge Skillman,

The Tehama County Board of Supervisors has received and reviewed the 2012-2013 Grand Jury Report. We would like to commend the Court and the members of the 2012-2013 Grand Jury for their thoughtful investigations and their dedication to community service.

The Grand Jury submitted findings and recommendations for several County departments with Board of Supervisors response specifically requested for those related to Child Support Services. Pursuant to Penal Code 933.05 each department has responded in a timely manner.

The Board desires to provide complete and appropriate responses to all findings and recommendations under the jurisdiction of the Board and Air Pollution Control District. In order to avoid duplication, where applicable the Board will simply indicate that it adopts the responses previously submitted by the affected Department as its own, in which case the Department's response to each Finding and Recommendation shall constitute the response of the Board of Supervisors under Penal Code sections 933 and 933.05.

County Administration responded to the Grand Jury findings and recommendations in the following three areas:

- 1) Tehama County Economic Development Corporation
- 2) Americans with Disabilities Act (ADA) compliance in County Parks and County Facilities
- 3) Board of Supervisors Salary



The Board of Supervisors adopts fully the responses submitted by Williams Goodwin, Chief Administrator, (Attachment #1). It is important to note that the Grand Jury correctly understood that TEDC is a private nonprofit corporation, and as such, is not subject to direct Grand Jury oversight. However, the County does provide funding for Tehama EDC as an element of a larger economic development program, and the use of County funds for this purpose is subject to review to ensure that the County is adequately monitoring the activities of the TEDC to make sure that the expenditure of public funds is resulting in measurable public benefits.

**Child Support Services:**

The Board of Supervisors adopts fully the responses submitted by Sharon A. Stone, Director of Tehama County Department of Child Support Services, (Attachment #2). Butte County has provided the Department Director on a part-time basis while Tehama County continued with a recruitment for a full-time Director. This recruitment has now been successfully completed. The new Director will be cognizant of the Grand Jury's findings and recommendations and will continue to monitor the effectiveness of the phone system and departmental organization.

**Air Pollution Control District:**

The Board of Supervisors adopts fully the responses submitted by Alan Abbs, Air Pollution Control Officer, (Attachment #3). We support the current practices of the Air Pollution Control District in order to gain compliance and improve the overall health and quality of life in Tehama County.

**Tehama County Fire – Ishi Conservation Camp**

The Board of Supervisors adopts fully the responses submitted by Jeff Schori, Chief, Tehama County Fire, (Attachment #4). Although Ishi Conservation Camp is a State facility, the County shares the Grand Jury's interest in the successful operation and outcomes realized at the Camp. We are pleased with the ongoing commitment of CAL FIRE and CDCR to improving employability thereby reducing recidivism with inmates.

**Tehama County Jail**

The Board of Supervisors adopts fully the responses submitted by Dave Hencratt, Sheriff-Coroner, (Attachment #5). However, it should be noted that the announced plan to expand the current jail is subject to receiving an award of funds from the State through the competitive SB 1022 program. The County will need to seek other options to meet jail capacity needs if we are not awarded this funding.

**Social Services – Child Welfare Services**

The Board of Supervisors adopts fully the responses submitted by Charlene Reid, Director of Social Services, (Attachment #6). The Board shares Child Welfare Services'



primary goals to provide for the safety and wellbeing of Tehama County children as well as insuring children have permanency in the form of a stable home in a family setting. In closing, The Board of Supervisors again would like to express its appreciation to the members of the 2012-2013 Grand Jury for their dedication and hard work. The Board recognizes the extraordinary commitment required to sit as a member of the Grand Jury.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dennis Garton", written in a cursive style.

Dennis Garton  
Chairman

Attachments



COUNTY OF TEHAMA  
Air Pollution Control District  
P.O. Box 8069 \* 1750 Walnut Street  
Red Bluff, CA 96080

ALAN ABBS  
Phone: (530) 527-3717

AIR POLLUTION CONTROL OFFICER  
Fax: (530) 527-0959

E-MAIL: [aabhs@tehcoapcd.net](mailto:aabhs@tehcoapcd.net)

August 21, 2013

The Honorable Judge Jonathan W. Skillman  
Superior Court  
P.O. Box 278  
Red Bluff, CA 96080

FILED  
SUPERIOR COURT OF CALIFORNIA  
AUG 28 2013  
COUNTY OF TEHAMA, CIVIL DIVISION  
GINA SETTER, CLERK OF THE COURT  
BY BETTY MADRICK, DEPT 117

Tehama County Air Pollution Control District Air Pollution Control Officer  
Response to 2012/2013 Grand Jury Review

Honorable Judge Skillman,

The 2012/2013 Grand Jury reviewed the activities of the Tehama County Air Pollution Control District (TCAPCD or District) with respect to agricultural and residential burning as codified in the California Health and Safety Code (HSC) and the District's Rules and Regulations (Rules). Grand Jury members were very thorough in their research and interviewed every District employee as well as employees of CalFire and Tehama County Fire, and the Tehama County/Red Bluff Landfill Management Agency.

**Comments on Discussion Section**

I would first like to clarify some points in the Discussion section. Footnote 4 states the direct link to the District's web site is <http://www.co.tehama.ca.us/index.php>. This link will show a list of different departments in Tehama County, however for ease of access the actual direct link to the TCAPCD website is [www.tehcoapcd.net](http://www.tehcoapcd.net).

The Grand Jury also refers to the California Air Resources Board (CARB) website in the Bibliography to access the District's Rules. This is a correct statement, however the CARB website does not always have the most current versions of an air district's rules. The TCAPCD maintains a current rulebook at [www.tehcoapcd.net](http://www.tehcoapcd.net) under the "Regs" link.

CalFire is referred to in several places, however, the majority of responses made related to agricultural and residential burning are made by CalFire personnel acting under contract with Tehama County as "Tehama County Fire."

As a final point of clarification in the Discussion section, under "Procedures" it is stated that "All agricultural permits are reviewed by the Air Pollution Control Officer (APCO) prior to approval." This is not an accurate statement- the issuance of agricultural burn permits has been delegated to staff provided that the applicant meets the criteria of being an agricultural operation. On occasion, District staff will confirm with the Air Pollution

Control Officer whether an applicant has an agricultural operation under District Rules and is required to be under a permit, however in almost all circumstances staff is able to make the appropriate determination after discussion with the applicant without review by the APCO.

#### **Comments on Findings Section**

I agree with Findings F1 and F2.

I would like to provide clarification related to Finding F3.

Finding F3 relates to correspondence between the District and alleged violators of agricultural and residential burn rules, and states *"It was unclear to the grand jury if all correspondence issued by the District was previously reviewed and authorized by the Air Pollution Control Officer."* The APCO does not in all cases review and authorize correspondence issued to violators of burn rules prior to issuance.

District staff is empowered to investigate potential air pollution violations and if necessary, issue Notices to Comply (NTC) and Notices of Violation (NOV), provide education, take no action, or collect information as part of an investigation that could result in an NTC or NOV. In taking an enforcement action, typically the APCO is the authorizing authority and delegates the writing and signing of the initial document to staff. This does not preclude staff from taking enforcement action on the spot and informing the APCO later. After issuance of an NOV, the District provides in writing an opportunity to settle the matter based on evidence collected by District staff. This letter is typically signed by the APCO.

#### **Comments on Recommendations**

Recommendation R1 relates to improving communication between CalFire and Tehama County Fire, and the District. I concur with this recommendation and will work on the implementation of improved communication procedures by December 31, 2013.

Recommendation R2 is for the APCD to *"... establish and document a level of fines commensurate to the level of infraction. A range of fines could still be based on current discretionary procedures, such as previous infractions, degree of burning and intent. In the event a violator contested the fine, documented fine ranges would demonstrate consistency and non bias."* This recommendation may seem like a good idea, however, this area of inquiry is already governed as the Grand Jury notes, by California Health and Safety Code Section 42403 (b), which requires the APCD to take into account relevant information when settling enforcement actions including:

- (1) The extent of harm.
- (2) The nature and persistence of the violation.
- (3) The length of time over which the violation occurs.
- (4) The frequency of past violations.
- (5) The record of maintenance.



- (6) The unproven or innovative nature of the control equipment.
- (7) Any actions taken by the defendant, including the nature, extent, and time of response of the cleanup and construction undertaken, to mitigate the violation.
- (8) The financial burden to the defendant.

District staff contacted other districts in the Sacramento Valley Air Basin about this recommendation, to see if other districts have policies in place establishing mandatory minimum fines for certain infractions. Responses included no established policy, an informal policy not approved by the district board, and formal policies approved by the district board. In looking at individual district policies (whether formal or informal), reference to HSC 42403 (b) could always be used to settle infractions at less than the minimum fines or as a multiplier on proposed fines.

Under the HSC and District Rules, typical agricultural and residential burn violations such as burning on a no burn day, failure to have the proper permits, or burning unauthorized material is eligible for a maximum fine of \$1,000 with no associated minimum fine, in which the APCD then uses the 42403(b) factors to come up with a proposed settlement. As noted by the Grand Jury, exercising discretion using 42403(b) factors during settlement results in varied final settlements, and sometimes results in a warning with little or no associated fine. I believe this method provides the opportunity for very minor violators to receive education and demonstrate contrition without threat of civil penalty. On the other hand, a repeat violator that was previously given only a warning, would certainly receive a much harsher penalty for a repeat offense.

Establishing minimum penalty amounts, as the Grand Jury noted, would certainly provide evidence of promoting consistency and non-bias. Mandatory minimum fines that are not able to be reduced using HSC 42403(b) factors however, prevent District staff from using education as a way to ensure future compliance for minor infractions, as well as inability to consider financial burden and other mitigating circumstances. In this way, mandatory minimum fines would impede District discretion, and would likely raise District costs of enforcement by requiring numerous small claims court actions. On the other hand, setting minimum fines that are then subject to HSC 42403(b) factors to establish proposed settlements below the minimum only creates the appearance of a minimum fine.

In 2007, the California Air Resources Board provided results of an audit of the APCD, including enforcement of residential and agricultural burn programs. While the audit is now somewhat dated with respect to the Grand Jury investigation, the audit noted that the District exhibited a range of settlements for burn violations, including about 23% settled with no associated fine. The audit noted that the APCD's enforcement program was conducted with similar results to other rural air districts and recommended an attempt to achieve a rate of only 10% settled with no fine. The audit did not make a recommendation that the APCD establish a schedule of minimum fines.

My initial response to recommendation R2 is that the District should not create a policy with mandatory minimum fines at this time, and instead should continue the current method of using the \$1,000 penalty authorized under the Health and Safety Code for

residential and agricultural burn violations, and then further refine the settlements based on the HSC 42403 (b) factors. The Grand Jury's recommendation and my response will be reviewed by the District Board of Directors, and the District Board may provide direction to incorporate the Grand Jury's recommendation into a future District policy.

Recommendation R3 states *"It appears all correspondence addressing alleged violations issued by the APCD should be signed by the Air Pollution Control Officer or his or her designee, as the Health and Safety Code authorizes the APCD Officer to enforce provisions of the code. This would ensure consistency with both the professional quality of correspondence issued and provide an authority source for response by the recipient."* As the recommendation suggests the need to review correspondence for consistency and quality, this will be done with all templates reviewed by October 31, 2013. As the recommendation suggests that all correspondence be signed by the APCO, this is a recommendation that is not required by the HSC and District Rules, and would impede the efficiency of District operations, but will be presented to the District Board of Directors for future consideration.

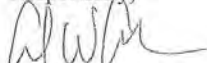
The HSC and District Rules have no requirement for all correspondence regarding violations to be signed by the Air Pollution Control Officer. Larger air districts, including some rural air districts only marginally larger than ours in many cases have dedicated "enforcement staff" that handle all levels of enforcement with little if any involvement by their APCO. An Air Pollution Control Specialist, by Tehama County approved job description, "Investigates complaints of potential violations; issues violation notices, warnings, or takes other corrective action, as appropriate." While the APCO is typically involved in enforcement activities from start to finish either in confirming the issuance of the violation or establishing the level of fines for settlement purposes, correspondence can be delegated to staff as appropriate, although typically the APCO is the signature authority for the initial settlement offer. This does not preclude staff from taking enforcement action on the spot and informing the APCO later- tagging out gas station pumps for defective equipment to cite a non-burn program example. When correspondence is prepared, contact information for the APCO is provided in the letter as well as in the letterhead for responses.

In addition, other regulatory departments in Tehama County such as Environmental Health (fuel tanks, restaurants, and food preparation) and the Agriculture Department (pesticide application, weights and measures, and farmers markets) allow inspectors to issue and sign initial compliance and/or enforcement correspondence.

The District proposes to review the professional quality of various correspondence within our enforcement activities, but does not propose a policy requiring all enforcement related documents to have an APCO signature. My response and the Grand Jury's recommendation will be reviewed by the District Board of Directors, and the District Board may provide direction to incorporate the Grand Jury's recommendation into a District policy.

Thank you for the opportunity to comment on the Grand Jury's report and recommendations. I am confident that the recommendations that will be implemented will result in improved operations at the APCD. If I can be of any more assistance I can be reached at 527-3717 x101.

Respectfully,



Alar Abbs  
Air Pollution Control Officer





# Butte County

LAND OF NATURAL WEALTH AND BEAUTY

**SHARON A. STONE**  
Child Support Services Director

August 14, 2013

The Honorable Jonathan W. Skillman  
Judge of the Tehama County Superior Court  
445 Pine Street  
P.O. Box 278  
Red Bluff, CA 96080-0278

ENDORSED  
**FILED**  
SUPERIOR COURT OF CALIFORNIA  
AUG 21 2013  
COUNTY OF TEHAMA, CIVIL DIVISION  
GINA SETTER, CLERK OF THE COURT  
BY NETTY RANDEL, DEPUT

**Re: Tehama County's Department of Child Support Service's Response  
to the FY 2012-13 Grand Jury Final Report**

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Dear Judge Skillman:

In accordance with Penal Code Sections 933.05(f), the Director of the Tehama County Department of Child Support Services is responding to the findings of the Grand Jury's Final Report for FY 2012-2013.

### FINDINGS

**F1: The Grand Jury found the Business Continuity Plan procedures put in place under the direction of the Director of the Butte County/Tehama County Department of Child Support Services after a fire that destroyed the Tehama County Department of Child Support Services were handled in a timely manner and found the plan to be organized and effective.**

### **Response:**

The Director agrees and appreciates the Grand Jury's interest in the department.

**F2: New to Tehama County Department of Child Support Services is a statewide telephone system. There is no longer a local direct line into Tehama County Department of Child Support Services. It is noted, that almost all counties in the State of California are required to use the California Department of Child Support Services statewide phone system.**

---

Butte and Tehama County Departments of Child Support Services  
78 Table Mountain Blvd • Oroville, California • 95965  
Tel: (866) 901-3212 • Fax: (530) 538-6500

**The Tehama County Board of Supervisors recently approved an agreement with Butte County to have Butte County act as the CSS call center on a long-term basis.**

**Response:**

The Director agrees in part. The agreement with Butte County for call center services is for one year and can be renewed year-to-year.

**F3: The restructure of the Tehama County Department of Child Support Services will allow upper management to review and attempt collection of child support arrears.**

**Response:**

The Director agrees in part. The restructure will provide for a higher classification of Child Support Specialist (Child Support Specialist, Senior) to attempt to collect the arrears in situations where a more in-depth knowledge of collection techniques. The restructure will also provide an opportunity for succession planning by assigning the more sophisticated level of work to a higher level classification of line staff.

Contained within the report is a misunderstanding of the number of new positions and the level of the Child Support Specialist, Senior (Lead) classifications. There were not four (4) upper management positions added to the Department. Prior to restructure the staff included a Director and four (4) supervisors (3 Child Support Specialist, Supervisors and 1 Accounting Supervisor). During times when the Director was not on site there was no one clearly identified as the responsible manager-on-site? In addition, there were no Child Support Specialists identified as, and compensated to, handle the more complex case management issues that arise.

The restructure added a Program Manager, which is an upper management position, to be responsible for the functioning of the office in the absence of the Director and to be responsible to monitor case specific performance. Upon considering the total staffing level of the Department and appropriate span of control, two (2) of the supervisor positions (1 Child Support Specialist, Supervisor and 1 Accounting Supervisor) were eliminated and two (2) Child Support Specialist, Senior positions were added. The two added positions are not upper management positions. These positions are assigned higher level case management responsibilities but do not have supervisory authority.

The restructure provides a plan to increase the responsibility level of staff thus providing the Department with an effective method of succession planning in addition to providing an opportunity for the Department to focus on collections of arrears.

**F4: The Board of Supervisors was unable to find a suitable candidate for the Director position and is looking at alternative plans to provide support to the Tehama County Department of Child Support Services. The Director from Butte County Department of**



**Social Services has agreed to continue on as the Director for the Tehama County Department of Social Services until September 30, 2013 to allow the Board of Supervisors time to find a replacement.**

**Response:**

The Director agrees.

**RECOMMENDATIONS**

**R1: None**

**R2: As a rural county, the Grand Jury would recommend to make available to the Tehama County Department of Child Support Services a local direct telephone line for their clients and the public who are in need of assistance in the management of a child support case.**

**Response:**

The Director agrees in part. As part of the implementation of the statewide automated phone system (ECSS) was developed. ECSS compliments the self-service options available to customers via the self-service website. With ECSS customers can call a single toll-free number and self-serve gaining access to their case, balance, payment and upcoming appointment information. Customers can also opt to reach their local child support agency directly via this same toll-free number. The automated phone system has significantly reduced caller wait times and call abandonment statewide. ECSS also provides the flexibility to shift workload from one part of the state to another to accommodate localized system outages or emergencies, thus efficiently maximizing the use of resources and delivery of customer service and ensuring business continuity statewide.

Additionally, to maximize operational efficiencies counties have established shared service call centers. There are currently nine shared services call centers answering calls for the customers of 34 counties. This cost effective way of sharing services allows LCSAs to focus resources on the collection and distribution of support to families.

The Director believes the use of the statewide telephone system can be an effective way for customers to receive assistance through various on-line services, including personal assistance as well as efficient automated assistance. When situations arise in which a customer requires immediate contact with their case worker a process has been put in place so that the customer can be transferred from the Call Center directly to the case worker or to a supervisor, if the case worker is unavailable. In addition, a case worker can provide to a customer a local telephone number, in appropriate situations. By combining the use of the statewide system and the use of

local telephone numbers for the purposes of returning phone calls, when necessary, it is believed customers' needs are being properly met.

**R3: Possible review by the next Grand Jury to review the effectiveness of the restructure of upper management positions.**

**Response:**

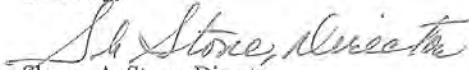
The Director appreciates all interest in the Department. As with any change it will take a period of time to have all individuals in place, training finalized and processes put in place. The Grand Jury might consider delaying its review of the effectiveness of the restructure for one year to allow a full appreciation of the effectiveness of the change, if any.

**R4: Continue the recruitment and hiring process for a Director of the Tehama County Department of Child Support Services.**

**Response:**

The County has continued its efforts to recruit for a Director.

Sincerely,



Sharon A. Stone, Director  
Tehama County Department of Child Support Services

cc: Tehama County Board of Supervisors  
Tehama County Chief Administrative Officer

**DIVISION OF ADULT INSTITUTIONS**  
CALIFORNIA CORRECTIONAL CENTER  
P.O. Box 790  
Susanville, CA 96127



August 26, 2013

Honorable Richard Scheuler  
Supervising Judge of the Grand Jury  
P. O. Box 278  
Red Bluff, CA 96080

Dear Honorable Richard Scheuler:

I would like to thank the members of the Tehama County Grand Jury for their hard work and dedication in the past year. Representatives from the California Department of Forestry and Fire Protection (CAL FIRE) and the California Department of Corrections and Rehabilitation (CDCR) upper management and camp staff met with members of the Grand Jury. We found the members to be interested in the camp's operations and very professional. We are grateful for their interest and recommendation made by the Grand Jury so that we may improve our services, not only to the citizens of Tehama County, but to the inmates assigned to Ishi Conservation Camp. CAL FIRE and CDCR look forward to working with the Grand Jury in the future.

Following is the response to the Grand Jury's recommendation:

Recommendation 1 The Grand Jury recommends, "Continue and expand programs that encourage positive re-entry into the community with marketable skills and education." CDCR and CAL FIRE recognize and endorse the importance of improving employability, thereby reducing the recidivism of inmates. This has been a goal of the Conservation Camp program since its inception. The departments will continue such programs as the CDCR New Start Prison-to-Employment Program, General Education Development certification, college courses and the special skills assignments at Ishi Camp. Special skills assignments include auto mechanics, welders, carpenters, office technicians, facility maintenance, and cooks. Local volunteers provide religious programs, Bible study, Narcotics Anonymous and Alcoholics Anonymous meetings. CDCR also facilitates a hobby program that inmates can participate in during non-scheduled or after-hours times. Inmates are allowed to purchase materials and tools for these activities. This program reinforces the ability to plan, produce and finish a product that may be a gift to a family member or donated to the annual hobby craft sale, the proceeds of which are utilized to benefit victims of crime.

Staff is constantly exploring new opportunities to expand programs and offered services. Factors challenging some opportunities include funding, staffing, and the camp's remote location; however attempts to overcome these hurdles are made whenever possible.

CDCR and CAL FIRE have enjoyed over 60 years of partnership utilizing inmate labor for projects including community improvement; fuel reduction; flood prevention and control; snow removal; and school, cemetery and trail improvements. Ishi Camp provided approximately 64,880 hours towards these activities in 2012. Ishi Camp also provides hand crews for wildland fires and logged 104,128 hours during the 2012 fire season.

Honorable Richard Scheuler  
Page 2

CDCR and CAL FIRE both believe a positive reinforcement of developing a strong work ethic combined with the satisfaction of completing a project lead to a better self-esteem that will continue upon release. We look forward to the continuance of this relationship.

If you have any questions, or require more information, please contact Associate Warden, Camps Division, P. Cochrane at (530) 257-2181, extension 4470.

Sincerely,



R. L. GOWER  
Warden

cc: Tehama County Grand Jury  
M. Mullin, Chief Deputy Warden, CCC  
P. Cochrane, Associate Warden, Camps Division, CCC  
C. R. Hewitt, Captain, Camps Division, CCC  
W. Hershberger, Lieutenant/Commander, Ishi Conservation Camp  
J. Schori, Chief, Tehama County Fire Department



**TEHAMA COUNTY  
COOPERATIVE  
FIRE PROTECTION**

Office of Jeff Schori, Chief

604 Antelope Blvd., Red Bluff, California 96080 (530) 528-5199



ENDORSED

August 20, 2013

Tehama County Grand Jury 2012 – 2013  
Post Office Box 1061  
Red Bluff, CA 96080

Honorable Judge Jonathan W. Skillman  
Superior Court  
Post Office Box 278  
Red Bluff, CA 96080

Honorable Judge Skillman,

I have reviewed the Grand Jury 2012 – 2013 final report. I would like to thank the members of the Grand Jury for their hard work and dedication in the past year. Representatives from the California Department of Forestry and Fire Protection (CAL FIRE) and the California Department of Corrections and Rehabilitation (CDCR) upper management and camp staff met with members of the Grand Jury. We found the Grand Jury members to be inquisitive and professional. We are grateful for their interest and recommendation so that we may improve our services not only to the citizens of Tehama County, but to the inmates assigned to Ishi Conservation Camp. CAL FIRE and CDCR look forward to working with the Grand Jury in the future.

Although Tehama County Fire is not obligated to take on the responsibility to respond for the State Agencies, we do so willing, in part due to the existing agreement between CAL FIRE and Tehama County Fire and with the support and cooperation of CDCR.

We agree with and endorse the findings of the Grand Jury.

Following is the response to the Recommendation:

R1 – CAL FIRE and CDCR recognize and endorse the importance of improving employability thereby reducing recidivism with inmates. This has been a goal of the Conservation Camp program since its inception. The Departments will continue such programs as the CDCR New Start-Prison-To-Employment Program, GED certification, college courses, and the special skills assignments at Ishi Camp. Special skill assignments include auto mechanics, welders, carpenters, office technicians, facility maintenance, and cooks. Local volunteers provide religious programs, bible study, Narcotics Anonymous (NA), and Alcoholics Anonymous (AA) meetings. CDCR also facilitates a hobby program that inmates can participate in during non-scheduled or

**FILED**  
SUPERIOR COURT OF CALIFORNIA  
AUG 29 2013  
COUNTY OF TEHAMA, CIVIL DIVISION  
GINA SETTER, CLERK OF THE COURT  
BY USITY RANCEL, DEPUTY

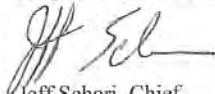
Page 1 of 2

after hours times. Inmates are allowed to purchase materials and tools for these activities. This program reinforces the ability to plan, produce and finish a product that may be a gift to family member or donated to the annual statewide hobby craft sale. The proceeds from this sale are utilized to benefit victims of crime.

Staff is constantly exploring new opportunities to expand programs and services offered. Factors challenging some opportunities include funding, staffing, and the camp's remote location; but they attempt to overcome these hurdles whenever possible.

CAL FIRE and CDCR have enjoyed over 60 years of partnership utilizing inmate labor for projects including community improvement, fuel reduction, flood prevention and control, snow removal, school, Cemetery, and trail improvements. Ishi camp provided approximately 64,880 hours towards these activities in 2012. Ishi Camp also provides hand crews for wildland fires and logged 104,128 hours during the 2012 fire season. Both Departments believe a positive reinforcement of developing a strong work ethic combined with the satisfaction of completing a project lead to a better self-esteem that will continue upon release. We look forward to the continuance of this relationship.

Respectfully submitted,



Jeff Schori, Chief  
Tehama County Fire Department

**Summary  
of  
Agencies Visited  
by  
Past Grand Juries**

<b>Agencies Visited By Past Grand Juries (10 Years)</b>										
<b>Agencies Listed According to Grand Jury Committee Responsibly</b>	<b>13-14</b>	<b>12-13</b>	<b>11-12</b>	<b>10-11</b>	<b>09-10</b>	<b>08-09</b>	<b>07-08</b>	<b>06-07</b>	<b>05-06</b>	<b>04-05</b>
<b>Commissions and Special Districts</b>										
Advisory Committee Red Bluff Community/Senior Center										
Agricultural Commissioner					V.C.					
Agricultural Advisory Committee										
Air Pollution Control District Hearing Board					V				C	
Air Pollution Control Officer		V			V.C.					
Airport Land Use Commission										
Building Inspection Board of Appeals										
<b>Cemetery Districts</b>										
Belle Mill Cemetery District										
Corning Cemetery District				C.	V.C.		V			V
Kirkwood Cemetery District										
Los Molinos Cemetery District							V			
Manton Cemetery District										
Paskenta Cemetery District							V			
Red Bluff Cemetery District							V			
Tehama Cemetery District							V			
Vina Cemetery District										
CMSP Governing Board										
Cal Works Administrative Oversight Team										
Commission on Aging										
Community Action Agency Tripartite Advisory Board										
<b>Community Service Districts</b>										
Gerber/Las Flores Community Serv. Dist.							C			
Los Molinos Community Service District										
Paskenta Community Service District										
Rio Rancho Estates Community Serv. Dist.										
Corning Health Care District									V	
Corning Veteran's Build. House Comm.										
County Land Plan Committee										
Fire Protection District (Capay)										
Harwood Advisory Committee										
Heritage and Historical Records Commission										
Indian Gaming Local Community Benefit Committee Force			V							
<b>Irrigation Districts</b>										
Anderson/Cottonwood Irrigation District										
Deer Creek Irrigation District										
El Camino Irrigation District							V	C	V	
Job Creation Task Force										
<b>V=Routine Advisory C= Citizens Complaint</b>										



<b>Agencies Visited By Past Grand Juries (10 Years)</b>										
<b>Agencies Listed According to Grand Jury Committee Responsibly</b>	<b>13-14</b>	<b>12-13</b>	<b>11-12</b>	<b>10-11</b>	<b>09-10</b>	<b>08-09</b>	<b>07-08</b>	<b>06-07</b>	<b>05-06</b>	<b>04-05</b>
<b>Commissions and Special Districts</b>										
Local Agency Formation Commission (LAFCO)										
Local Transportation Commission										
Los Molinos Veterans Building House Committee										
Red Bluff Veterans Building House Committee										
Senior Center Joint Powers Agency										
Tehama County Sanitary Landfill Agency										
Tehama County Children and Families Commission										
Tehama County Fish and Game Commission									V	
Tehama County In-Home Supportive Services Advisory Committee										
Tehama County Mosquito and Vector Control District										V
Tehama County Olive Fruit Pest Management District										
Tehama County Resource Conservation District										
Tehama County Resource Conservation Advisory Committee										
Tri County Economic Development District										
Board Directors					V					
Loan Administration Board										
Water Districts										
Corning Water District								V		
Kirkwood Water District										
Mineral County Water District			V	C						
Proberta Water District										
Rio Alto Water District										
Sky View County Water District										
Thomes Creek Water District										
<b>County/City Governments</b>										
Office of the Chief Administrator					V					
Administration/Risk Management										
Facilities Maintenance					V					
Personnel/Risk Management										C
Purchasing Department										V
Assessor					V.C.					
Auditor Controller								V		V
Board of Supervisors		V			V.C.		C			
Clerk of the Board Of Elections							V.C.	C		V
County Clerk & Recorder				C	V		C			V
Corning Fire Department					V.C.		C		V	
Deferred Compensation Committee										
General Plan Revision Project Advisory Committee										
Planning Commission									C	

**V=Routine Visit C= Citizens Complaint**

**Agencies Visited By Past Grand Juries (10 Years)**

<b>Agencies Listed According to Grand Jury Committee Responsibly</b>	<b>13-14</b>	<b>12-13</b>	<b>11-12</b>	<b>10-11</b>	<b>09-10</b>	<b>08-09</b>	<b>07-08</b>	<b>06-07</b>	<b>05-06</b>	<b>04-05</b>
<b>County/City Governments</b>										
Corning City Council/City Government					V.C.					
Red Bluff City Council/City Government				C					C	
Red Bluff Fire Department							C		V	
Shasta College I-5 Technology Center Site Selection Advisory Committee										
Tehama City Council/City Government										
Tehama County Fire Department			V							
Tehama County Interagency Coordination Council Director										
Tehama Local Development Corporation		V								
Tehama Local Development Corporation Advisory Committee										
Treasurer Tax Collector								V		
Treasury Oversight Committee										
Farm Advisor			V							
Librarian/Library			V							
<b>School Districts</b>										
Antelope School District				V						
Bend School District									V	
Coning Elementary School District							C			
Corning Union High School District							V.C.			
Elkins School District							V			
Evergreen School District									V	
Flournoy School District				V		V				
Gerber School District		V								
Kirkwood School District			V	V						
Lassen View School District									V	
Los Molinos Unified School District				C						
Manton Joint Union School District									V	
Mineral School District					V.C.				V	
Plum Valley School District										
Red Bluff Union Elementary School District								V		
Red Bluff Joint Union High School District	V							V		
Reeds Creek School District		V								V
Richfield School District			V	V					V	
Tehama County Board Of Education					V.C.					
Tehama County Department of Education					V					V
Tehama County Local Child Care Planning Council					V					
Tehama County Animal Care Center			V							

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<b>Agencies Visited By Past Grand Juries (10 Years)</b>										
<b>Agencies Listed According to Grand Jury Committee Responsibly</b>	<b>13-14</b>	<b>12-13</b>	<b>11-12</b>	<b>10-11</b>	<b>09-10</b>	<b>08-09</b>	<b>07-08</b>	<b>06-07</b>	<b>05-06</b>	<b>04-05</b>
<b>Commissions and Special Districts</b>										
<b>Health and Welfare</b>										
Department of Social Services		<b>C</b>			<b>V</b>				<b>C</b>	
Adult Services					<b>V</b>				<b>V</b>	
Adult Protective Services					<b>V</b>				<b>C</b>	
CalWorks										
Child Welfare Service		<b>V</b>			<b>V</b>			<b>C</b>	<b>C</b>	<b>C</b>
Foster Family Service					<b>V</b>		<b>V</b>			<b>V</b>
Public Assistance/Eligibility Program					<b>V</b>					
MediCal/CMSP					<b>V</b>					
Food Stamps					<b>V</b>					
General Assistance					<b>V</b>					
Special Circumstances/Emergency Need					<b>V</b>					
Social Security Advocate					<b>V</b>					
Environmental Health										
Environmental Services Joint Powers Authority										
Tehama County Health Officer										
Tehama County Health Services Agency			<b>V</b>				<b>V</b>			
Child Health and Disability Prevention Program and Public Health Nursing										
Drug and Alcohol Services							<b>V</b>			
Health Officer										
Mental Health Center										
Health Center										
Public Health Advisory Board							<b>V</b>			
Social Services Transportation Advisory Council										
Solid Waste Independent Hearing Panel										
Tehama County Drug and Alcohol Advisory Board										
Tehama County Mental Health Board										
Law Enforcement										
911 Response Program				<b>V</b>						
Animal Control				<b>V</b>				<b>C</b>		
Child Support Services		<b>V</b>								
Corning Police Department					<b>V.C.</b>		<b>C</b>			
Public Guardian/Public Administrator	<b>V</b>									
Coroners Office	<b>V</b>									
County Counsel					<b>V</b>					
District Attorney					<b>C</b>		<b>C</b>			<b>C</b>
Victim Witness										
Welfare Fraud										
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<b>Agencies Visited By Past Grand Juries (10 Years)</b>										
<b>Agencies Listed According to Grand Jury Committee Responsibly</b>	<b>13-14</b>	<b>12-13</b>	<b>11-12</b>	<b>10-11</b>	<b>09-10</b>	<b>08-09</b>	<b>07-08</b>	<b>06-07</b>	<b>05-06</b>	<b>04-05</b>
<b>Commissions and Special Districts</b>										
<b>Law Enforcement</b>										
Law Library Committee										
Local Law Advisory Board										
Local Law Enforcement Block Grant Advisory Committee										
Neighborhood Watch										
Probation Department							V		V.C.	
Juvenile Hall			V				V		V.C.	
Red Bluff Police Department								C	C	
Ishi Conservation Camp		V								
Juvenile Justice Coordinating Council										
Salt Creek Conservation Camp	V						V			
Sheriffs Office of Emergency Services										
Supplemental Law Enforcement Oversight Committee										
Tehama County Sheriffs Department								C		
Tehama County Jail	V	V.C.	V				V.C.	V		V.C.
Weights and Measures Department										
<b>Public Works/Parks and Recreation</b>		V								
Building Department							V			
City of Red Bluff Parks and Recreation			V							
Corning Public Works/Parks										
Director of Public Works										V
Freeway Emergencies Services Authority										
Planning Department									C	V
Red Bluff Water and Sewer Department								V		
Tehama County Building Official										
Tehama County Landfill										
Tehama County/Red Bluff Landfill Management Agency										
Tehama County Parks and Recreation/Courthouse and Grounds										
Tehama County Public Works/Parks		V								
Antelope Park Committee (inactive)										
Camp Tehama Committee										
Cone Grove Park Committee										
Gerber Park Committee										
Mill Creek Park Committee										
Norland Park Committee										
Simpson-Finnel I Park Committee										
Ridgeway Park Committee										
Tehama County River Park (Woodson Bridge)										
Tehama County Public Works Works/Roads and Bridges									V	
Tehama County Public Works/Transportation			V							
Tehama County Sanitation District #1										
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