



# PLACER COUNTY GRAND JURY 2016-2017 FINAL REPORT

June 23, 2017

STATE OF CALIFORNIA  
PLACER COUNTY  
SUPERIOR COURT  
GRAND JURY

11532 B AVENUE  
AUBURN, CA 95603



# PLACER COUNTY GRAND JURY

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June 23, 2017

The Honorable Alan V. Pineschi  
Presiding Judge, Superior Court  
County of Placer  
P.O. Box 619072  
Roseville, CA 95661

The Honorable Colleen M. Nichols  
Advising Grand Jury Judge, Superior Court  
County of Placer  
P.O. Box 619072  
Roseville, CA 95661

*and* citizens of Placer County

**Subject: 2016 – 2017 Grand Jury Final Report**

Dear Judge Pineschi, Judge Nichols, and citizens of Placer County:

With great pride I present the Final Report of the 2016-2017 Placer County Grand Jury. On behalf of all 19 members of the Grand Jury, I would like to acknowledge the advice and guidance provided by our Advising Judge, the Honorable Colleen M. Nichols and our Presiding Judge, the Honorable Alan V. Pineschi. We also appreciate the assistance from County Counsel, Gerald O. Cardin and Deputy County Counsel, Brian Wirtz. Our gratitude also goes to the Grand Jury Coordinator, Rosalinda Cruz, for her gracious assistance throughout the year.

In July of 2016, nineteen Placer County residents volunteered and were sworn in to serve as the 2016-2017 Placer County Grand Jury. It has been an honor to serve with an outstanding group of citizens who contributed valuable experience and dedication in carrying out our function as watchdog over city and county government.

This Final Report contains the results of investigations as required by law, those requested by citizens, or those internally generated. This report is the culmination of investigations that have been ongoing since the jury was empanelled last July. However, many of the issues are still on-going and some concerns raised during the investigations may already be resolved by the time of this publication.

Sincerely,

Jerry M. Henry  
Foreperson  
2016-2017 Placer County Grand Jury

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## Placer County 2016-2017 Grand Jurors

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Foreperson:	Jerry Henry	Penryn
Foreperson Pro Tempore:	Cathy SooHoo	Roseville
Secretary:	Claudia Gamar-Heinlein	Loomis
Office Manager:	Margaret Raymond	Auburn
Sergeant-at-Arms:	Tom Burke	Granite Bay
Technology Coordinator:	Candace Roeder	Auburn
	Steve Cader	Auburn
	Loren Chovan	Rocklin
	Ronald "Ron" Howard	Roseville
	Gary Kern	Roseville
	Roger Krueger	Roseville
	Robert "Bob" Leat	Meadow Vista
	Sharon Leininger	Lincoln
	Sharon O'Donnell	Loomis
	Jonas Porup	Lincoln
	Heidi Smith	Lincoln
	Richard "Dick" Tipton	Roseville
	Bland "Douglas" Wingert	Roseville
	Karen Yoshikawa	Lincoln

## THE 2016-2017 PLACER COUNTY GRAND JURY



Grand Jury members (Back Row, Left to Right): Margaret Raymond, Roger Krueger, Sharon O'Donnell, Bland "Douglas" Wingert, Gary Kern, Loren Chovan, Robert "Bob" Leat, Sharon Leininger, Steve Cader, Jerry Henry (Front Row, Left to Right): Richard "Dick" Tipton, Jonas Porup, Cathy SooHoo, Ronald "Ron" Howard, Candace Roeder, Karen Yoshikawa, Claudia Gamar-Heinlein, Heidi Smith, Tom Burke.

### Photography Credits

Grand Jury Photograph: Erik Bergen, Placer County Communications and Public Affairs

Cover Photograph: Santucci Justice Center Courthouse. Photo courtesy of Placer County.

# Introduction to the Grand Jury

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## What is the Grand Jury?

The Grand Jury is an investigatory body with the authority to act as a watchdog on local government, investigate citizen complaints, and assist in criminal matters at the request of the district attorney.

The Grand Jury is part of the county judicial system as authorized by the California State Constitution. It is advised by the Superior Court but is not accountable to elected officials or government employees. Its findings and recommendations are unbiased and impartial. Grand jurors are sworn to secrecy and, other than final reports, their work is kept strictly confidential.

## History

Juries stem from the eleventh century. In 1215 the concept of a jury had become a pledge expressed in the Magna Carta that no free man would be *"imprisoned or dispossessed or exiled or in any way destroyed ...except by the lawful judgment of his peers ..."*

In 1635 the Massachusetts Bay Colony impaneled the first grand jury to consider cases of murder, robbery and wife beating. The U.S. Constitution's Fifth Amendment and the California Constitution call for grand juries. Grand Juries were established throughout California during the early years of statehood. As constituted today, criminal and civil grand juries are a part of the judicial branch of government, arms of the court system.

## Investigations

The grand jury is an investigatory body created for the protection of society and the enforcement of the law. The grand jury in California is unusual because its duty includes investigation of local and county governments as provided by statutes passed in 1880.

The primary duty of the grand jury is to evaluate local government entities through a systematic fact-finding process. The objective of the investigations is to produce beneficial reports that persuade local officials to run their agencies more effectively and efficiently. The final report is the end result of year-long investigative efforts and is the only public record of that endeavor.

Grand jury investigations are formal, systematic examinations in search of the truth. It is the process of determining Who, What, When, Where, Why ... and maybe Why Not? It is a specific, planned approach to determine the truth of allegations,

assumptions, complaints, and speculation.

Anyone may ask the Grand Jury to conduct an investigation of a civil issue that falls within the Grand Jury's jurisdiction. Whether it chooses to investigate such a complaint is entirely in the jury's discretion and may be affected by workload, resource limitations or jurisdictional issues.

By law, all proceedings of the grand jury are confidential. Findings and recommendations of the complaints and issues it chooses to address are published in its final report.

After a final report is published, the official or governing body of an agency or government covered in the report must respond to the grand jury within a given period of time, as prescribed by California law. Officials must respond within 60 days; governments or agencies must respond within 90 days. The following year's grand jury publishes the responses to the final report.

Upon occasion, the district attorney asks the grand jury to hold hearings in criminal investigations to determine whether evidence presented by the district attorney is sufficient to indict an individual, who would then stand trial in court. A minimum of 12 grand jurors must vote for an indictment in any criminal proceeding.

## **Placer County Grand Jury Committees**

The 2016-2017 Placer County Grand Jury served a one-year term from July 1, 2016 through June 30, 2017. In performing its duties, it examined County government, special districts, school districts, and city governments.

Most grand jury work is done by committee. A typical juror serves on three committees and is an officer on two committees. The following eight committees meet at least twice each month.

### **Audit and Finance**

This committee initiates audits of County government offices, departments, agencies, and districts as needed and as mandated by law. It also reviews monthly Grand Jury (GJ) expenses, keeping in line with the adopted GJ budget.

### **Cities**

This committee may investigate incorporated cities/towns within the County. The six incorporated cities/towns in Placer County are Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville.

### **Continuity and Editorial**

This committee is responsible for seeing that the written reports of the Grand Jury are factual, clear, concise and readable. Editing includes proper punctuation, spelling, grammar and format. This committee also leads the task of the continual update of the Placer County Grand Jury Handbook so that the next grand jury may make a smooth, user-friendly transition into its new term.

### **County Administration**

The scope of the committee encompasses all County government not specifically assigned to another committee. This includes investigations of appointed boards and commissions, the Board of Supervisors, Assessor, County Executive Office, and many more.

### **Criminal Justice**

This committee is mandated to inspect all eight Placer County jails each year. It also may investigate matters concerning criminal justice.

### **Health and Welfare**

This committee investigates issues related to the social services of the County. In addition, it may investigate Juvenile Hall and any child issues within the County funded by taxpayer monies.

### **Schools and Libraries**

This committee investigates public educational institutions and libraries. It may not investigate school policies or personnel.

### **Special Districts**

This committee investigates special districts, agencies, boards, commissions, and joint powers agencies serving Placer County. Examples of these special districts include water agencies, cemetery districts, fire districts, and hospitals.

## **Jurisdiction**

The following summarizes the areas that are **within** the investigatory jurisdiction of the Placer County Grand Jury:

- Persons imprisoned in the jail of the County on a criminal charge and not indicted;
- The condition and management of the public jails within the County;
- Willful or corrupt misconduct in office of public officers of every description within the County;
- County government, city government, special districts, school districts, agencies and authorities;
- Criminal hearings upon request of the district attorney.

Areas **not within** county grand jury jurisdiction include:

- Federal agencies;
- State agencies;
- Superior court system;
- School district personnel records, curriculum, and policy.

## **Grand Juror Qualifications**

**Prospective grand jurors must possess the following qualifications (California Penal Code Section 893):**

- Applicant is a citizen of the United States, 18 years or older, who has been a resident of Placer County for one year immediately before being selected and sworn in;
- Applicant is in possession of his/her natural faculties, of ordinary intelligence, of sound judgment, and of fair character;
- Applicant is possessed of sufficient knowledge of the English language.

**A person is not allowed to serve as a grand juror if the individual:**

- Is serving as a trial juror in any California court;
- Has been convicted of a felony;
- Has been discharged as a grand juror in any court of this state within one year;
- Has been convicted of malfeasance in office or any felony or other high crime;
- Is serving as an elected public officer.

**Desirable qualifications for a grand juror include the following:**

- Have computer and Internet communication skills;

- Be in good health;
- Be open-minded with concern for the views of others;
- Have the ability to work with others;
- Have genuine interest in community affairs;
- Have investigative skills and an ability to write reports.

## **Juror Selection**

In the spring of each year, the Presiding Judge selects residents by lottery from the list of applicants. Applicants should expect that a criminal records check will be conducted. Applications are reviewed and an interview is scheduled with the Presiding Judge, the foreperson of the outgoing grand jury, and perhaps the Presiding Judge's assistant.

After the interview process, prospective applicants are requested to appear for the final selection, held in a Placer County Superior Court courtroom. At this time, with outgoing grand jurors in attendance, the court clerk draws nineteen names randomly. A minimum of ten names are drawn and ranked to form a list of alternate jurors. The Presiding Superior Court Judge then swears in the new nineteen grand jury members and gives them a description of their duties and responsibilities. The jurors begin a one-year term on July 1.

## **Commitment**

Persons selected for grand jury service can expect to serve 40 or more hours per month for a period of one year, July 1 through June 30. Jurors may opt to serve a second consecutive year, if approved by the court.

## **Remuneration**

Grand jurors receive a nominal payment for meetings they attend, and they are reimbursed for mileage to attend meetings, training, and possibly other minor expenses.

## **Orientation**

New jurors are encouraged to attend an orientation program regarding grand jury functions and information about county, city and special district governments.

## **Why Become a Grand Juror?**

Those who volunteer and are accepted for grand jury service should feel privileged to be selected. They enter this service with interest and curiosity to learn more about the administration and operation of Placer County government. Serving as a grand juror requires many hours and serious effort, and reflects a generous commitment to public service.

## How to Apply to Serve as a Grand Juror

Download a Prospective County Grand Jury Application, available at <http://www.PlacerGrandJury.org>. Fill it out and follow the directions at the end of the application.

## Grand Jury Reports

The Placer County Courts maintains web pages for the Grand Jury on the Placer Courts website. Past and present final reports, and responses to those final reports, may be found on the Placer County Superior Court website:

<http://www.PlacerGrandJury.org>.

## How to Submit a Confidential Citizen Complaint

All complaints must be submitted in writing. Confidential Citizen Complaint forms are available online at: <http://www.PlacerGrandJury.org>.

Fill out the form and mail, fax or hand-deliver it to the Grand Jury. The citizen will receive a letter acknowledging receipt of the complaint. The complainant's name will be held in strictest confidence.

All grand jury documents, including citizens' complaints, are secret and cannot be subpoenaed in court or revealed to the public.

## How to Contact the Grand Jury

By Mail: Placer County Grand Jury  
11532 B Avenue  
Auburn, CA 95603

In Person: Materials can be placed in a drop box located by the entrance door to the above address of the Grand Jury Facility.

Online: <http://www.PlacerGrandJury.org>

By Phone: (530) 886-5200

By Fax: (530) 886-5201



# PLACER COUNTY GRAND JURY

Phone: (530) 886-5200

FAX (530) 886-5201

Mailing Address:

11532 B Avenue, Auburn, CA 95603

## INSTRUCTIONS FOR RESPONDENTS

The legal requirements affecting respondents and responses to Grand Jury findings and recommendations are contained in California Penal Code, Section 933.05. The full text of the law is provided below.

Two different time periods for responses and to whom you must respond is defined in Penal Code Section 933(c). They are as follows:

Type of Agency	Time Frame	To Whom
Government Boards	Ninety (90) Days	<ul style="list-style-type: none"> <li>• Presiding Judge of the Superior Court</li> </ul>
Elective Office or Agency Head	Sixty (60) Days	<ul style="list-style-type: none"> <li>• Presiding Judge of the Superior Court</li> <li>• Information copy to Board of Supervisors</li> </ul>

An original signed copy of the response must be provided to both of the following:

1. Presiding Judge of the Placer County Superior Court at the address listed below:

The Honorable Colleen M. Nichols  
Judge of the Superior Court  
County of Placer  
P.O. Box 619072  
Roseville, CA 95661

2. Placer County Grand Jury at the address listed below:

Placer County Grand Jury  
11532 B Avenue  
Auburn, CA 95603

When responding to more than one report, respondents must respond to each report separately.

You are encouraged to use the Response to Grand Jury Report Form below to help format and organize your response. An electronic version of the form is available upon request from the Grand Jury.

## Response to Grand Jury Report Form

Report Title: \_\_\_\_\_

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

Response By: \_\_\_\_\_ Title: \_\_\_\_\_

### FINDINGS

- I (we) agree with the findings, numbered: \_\_\_\_\_.
- I (we) disagree wholly or partially with the findings, numbered: \_\_\_\_\_.  
*(Describe here or attach a statement specifying any portions of the findings that are disputed or not applicable; include an explanation of the reasons therefor.)*

### RECOMMENDATIONS

- Recommendations numbered \_\_\_\_\_ have been implemented.  
*(Describe here or attach a summary statement regarding the implemented actions.)*
- Recommendations numbered \_\_\_\_\_ have not yet been implemented but will be implemented in the future.  
***(Per Penal Code 933.05(b)(2), a time frame for implementation must be included. Describe here or in an attachment.)***
- Recommendations numbered \_\_\_\_\_ require further analysis.  
*(Describe here or attach an explanation and the scope and parameters of an analysis or study and a time frame for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six (6) months from the date of publication of the grand jury report.)*
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.  
*(Describe here or attach an explanation.)*

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

Number of pages attached \_\_\_\_.

## California Penal Code

### ***Section 933.05***

- (a) For purposes of subdivision (b) of Section 933, as to each grand jury finding, the responding person or entity shall indicate one of the following:
  - (1) The respondent agrees with the finding.
  - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.
- (b) For purposes of subdivision (b) of Section 933, as to each grand jury recommendation, the responding person or entity shall report one of the following actions:
  - (1) The recommendation has been implemented, with a summary regarding the implemented action.
  - (2) The recommendation has not yet been implemented but will be implemented in the future, ***with a time frame for implementation.***
  - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a time frame for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This time frame shall not exceed six months from the date of publication of the grand jury report.
  - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation therefor.
- (c) However, if a finding or recommendation of the grand jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the board of supervisors shall respond if requested by the grand jury, but the response of the board of supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.
- (d) A grand jury may request a subject person or entity to come before the grand jury for the purpose of reading and discussing the findings of the grand jury report that relates to that person or entity in order to verify the accuracy of the findings prior to their release.
- (e) During an investigation, the grand jury shall meet with the subject of that investigation regarding the investigation unless the court, either on its own determination or upon request of the foreperson of the grand jury, determines that such a meeting would be detrimental.
- (f) A grand jury shall provide to the affected agency a copy of the portion of the grand jury report relating to that person or entity two working days prior to its public release and after the approval of the presiding judge. No officer, agency, department, or governing body of a public agency shall disclose any contents of the report prior to the public release of the final report.

## **Final Report Summaries**

### **California Public Records Act**

#### **Placer County's Compliance with the California Public Records Act**

Placer County strives to comply with the California Public Records Act by providing its citizens with all public records when they are requested.

The County's process for requesting records varies from department to department and, although it is there, finding help on the County's website for submitting a request for a public document can be confusing.

Placer County is complying with the law, but is not maintaining any countywide records to track requests or monitor compliance with the law.

### **County Election Process**

#### **Voting and Vote Tabulation**

The Grand Jury reviewed County election operations and observed the November 2016 General Election process and procedures. The review included observation of vote counting and validation, security and transporting of ballots, and polling place operations.

The Grand Jury determined that the election process complied with the security procedures required by the State in the use of voting equipment, handling, processing, transporting, validating and counting of ballots.

Elections staff and volunteers made significant efforts to assist voters in resolving issues related to voting. Examples included incorrectly completed or damaged ballots, polling place and registration information, and United States Postal Service (USPS) delivery delays of Vote-by-Mail (VBM) ballots and voter materials.

Elections staff should continue to work with the USPS to improve the timely delivery of official election related mail to voters as well as the more rapid delivery and return of completed VBM ballots to the Elections Office.

The Grand Jury has found that the Placer County Registrar of Voters and the employees in the Elections Office are doing a good job and commends their efforts. Throughout the year, the Elections Office seeks ways to continue to assist voters, increase voter registration and provide voter and candidate education.

## **Homeless Shelter Services**

### **Managing the Needs of the Homeless**

A ten-year strategic plan to end homelessness in Placer County was adopted by the Board of Supervisors (BOS) in 2004. In 2009 the County updated zoning requirements for emergency shelters in accordance with State planning law. The law requires each county have at least one zone district designated for emergency shelters.

With the pending expiration of the strategic plan in 2014, the BOS approved a consulting contract with Dr. Robert Marbut for an independent study to address this issue of homelessness. Dr. Marbut's recommendations were consistent with provisions found in the Continuum of Care process included in the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) which was signed into federal law in 2009.

Both the HEARTH Act and the Marbut study included emergency shelter facilities as a recommended ingredient in addressing the needs of the homeless. The Marbut study recommended emergency shelters in both north and south Placer County operate 24 hours per day and 7 days per week.

The County has taken significant steps toward managing the needs of the homeless. The Adult System of Care (ASOC) includes outreach and assessment programs to provide drug and alcohol abuse counseling as well as evaluation and treatment for mental health issues. The County has also funded four additional sheriff deputies and one probation officer to provide increased security related to the shelter and other services concentrated at and around DeWitt Center. Assistance programs to help unemployed homeless people find jobs and affordable housing have also been implemented, and the Placer County Housing Authority has a program to end homelessness among veterans.

The County has approved a temporary Site Access Agreement for the operation of an emergency homeless shelter located in the Placer County Government Center (aka DeWitt Center). The County represented to local residents that the shelter at DeWitt Center was temporary. Local residents complained about the proximity of the shelter to schools and neighborhoods. Despite these complaints, the shelter has remained open since 2015 through a series of renewed Site Access Agreements, short-term funding and zoning inclusions. On May 10, 2017 the BOS voted to extend the conditional use permit to allow continued operation of the temporary homeless shelter in the DeWitt Center for up to 5 additional years.

Under Placer County's revised zoning codes, emergency shelters housing under 60 persons could be operated in a Residential Multi-Family zone district without a Conditional Use Permit. The County further authorized emergency shelters in Neighborhood Commercial zones, General

Commercial zones, Commercial Planned Development zones, Highway Services zones and Resort zones. Each of these additional five zones would require a Conditional Use Permit, which enables public awareness through an open application and permit process.

While the need for emergency shelters remains mostly undisputed, the location of shelters continues as an issue of public concern. This issue needs to be resolved.

## **Lincoln City Government Transparency**

### **What Happened to Our Police Chief? The People Want to Know**

On July 1, 2016, the Lincoln City Manager announced that the Lincoln City Police Chief resigned. The City Manager refused to provide specific details, stating only that it was a personnel matter.

The local media and citizens asked for more details and were not satisfied with the answers they received. It was their opinion that the answers given did not fully explain the circumstances related to the resignation. There was significant concern that the City was not acting as transparently as expected. In light of the public controversy surrounding the resignation of the Chief, the Grand Jury investigated the matter.

The Grand Jury exercised its oversight authority to review the employment contract, the Settlement Agreement and the internal investigation documents which were not provided to the general public. It should be noted that there was much confusion between the terms “Settlement Agreement” and “severance package.” The “Settlement Agreement” is the official document which was negotiated between the Chief and the City of Lincoln on July 1, 2016. “Severance package” is the term used by a newspaper to describe the financial agreement between the City and the Police Chief upon departure.

Based on this review, the Grand Jury acknowledges the City was within its rights to accept the Chief’s resignation. However, the Grand Jury believes the City could, and should, be more transparent in providing additional information to City residents while remaining in compliance with legal restrictions on the release of confidential personnel information.

## **Mental Health Care of Placer County Jail Inmates**

More than half of the inmates in Placer County jails have some form of mental illness. The County’s responsibility is to ensure the physical and mental health care of inmates is met. The

Placer County Health and Human Services Department manages the contract with California Forensic Medical Group (CFMG) to provide medical staffing and care in the Placer County jails. Correctional staff is continuously trained in the signs and symptoms of mental illness.

After implementation of the Public Safety Realignment Act, hereafter referred to as AB109, certain convicted felons, many with severe and chronic conditions, are sentenced to longer terms to be served in the county jails. If a defendant charged with a felony is deemed incompetent to stand trial, they are sent to a State hospital for return to competency treatment. If space is unavailable in mental health facilities, defendants may be held in a county jail. Placer County, the Sheriff's Department and CFMG are attempting to ensure the physical and mental health care of the inmates. The County jails need additional resources for mental health programs and treatment.

## **Relocation of Severely Disabled and Special Needs Students Kentucky Greens Campus**

Early in 2016 Placer County Office of Education (PCOE) announced the proposed sale of schools on the Kentucky Greens Campus in Newcastle, which are dedicated to special needs and severely disabled students, to the Newcastle Elementary School District (NESD). This would result in the removal and relocation of these students from the Secret Ravine, Onorato and Sierra Vista schools (all are located on the Kentucky Greens Campus) to various other venues in Placer County.

Parents of the disabled students were immediately concerned about where the 55 special needs students would attend school in the future. Some parents of these students were outraged, looking for ways to protect their severely disabled and often medically fragile students from being relocated to different schools in Placer County.

In response to community concerns, PCOE collaborated with these parents for several months to find a resolution suitable to all. The "Kentucky Greens Plan" changed frequently in attempts to accommodate the needs of the students as well as to address concerns of their parents.

The final plan to sell the property containing the three schools to NESD changed, with a 10-year leaseback of Onorato School added to the proposed contract. This would allow the students diagnosed with Severe Multiple Disabilities (SMD) to remain on the same property.

This proposed sale was contingent upon the Board of Education (BOE) vote to surplus the property.

The PCOE responded to feedback from the parents' focus groups. The PCOE collaborated with the parents to develop a revised plan which satisfied their concerns and met the needs of the students.

The Grand Jury commends all parties involved for working together on behalf of the students.

### **Roseville Police Code Enforcement Improperly Parked or Abandoned Vehicles**

The Placer County Grand Jury undertook an investigation into the Roseville Police Department's (RPD) response to citizen complaints regarding improperly parked or abandoned vehicles on Roseville city streets.

The RPD Abandoned Vehicle Program does not typically involve sworn peace officers. This function is carried out primarily by Community Service Officers (CSO) and police cadets. As the result of the interviews and examination of documentation, the Grand Jury determined the RPD was able to record, process and resolve abandoned vehicle complaints in a timely manner. Over 90% of calls were settled without a vehicle being cited or towed.

The Grand Jury concluded that the Roseville Municipal Code pertaining to abandoned vehicles is being administered by the RPD in a competent and professional manner.

### **Auburn Police Department and Holding Facility Annual Inspection**

The Placer County Grand Jury conducted its annual inspection and tour of the City of Auburn Police Department and holding facility on September 27, 2016. This facility is located at 1215 Lincoln Way, Auburn. The Grand Jury was generally satisfied with the conditions and operations that were observed, except for the recommendation noted.

### **Placer County Jails and Holding Facilities: A Consolidated Report Annual Inspection**

This report summarizes the Grand Jury inspections conducted at the six Placer County jails and holding facilities:

- Historic Courthouse in Auburn (September 27, 2016);
- Placer County Main Jail in Auburn (October 27, 2016);
- Burton Creek Sheriff's Substation in Tahoe City (December 6, 2016);

- South Placer Main Jail in Roseville (December 8, 2016);
- South Placer Minimum Security Facility in Roseville (December 8, 2016);
- Santucci Courthouse in Roseville (December 8, 2016).

On the whole, the Grand Jury found these facilities to be clean, secure and well-managed. Any issues found are addressed in the findings for each facility.

Placer County continues to deal with the results of public safety realignment resulting from AB109 which sought to reduce the overcrowding of California state prisons by

- sentencing less-serious, non-violent felony offenders, with the exception of sex offenders, to a county jail. Before realignment, any felony sentence of greater than one year would routinely be served in a California state prison;
- sentencing parole violators to serve their sentences in a county jail instead of returning to state prison;
- reducing some felonies to misdemeanors, thereby reducing the term and place of incarceration.

Proposition 47, passed by voters in the 2014 election, reduced penalties for drug and other non-violent crimes. Inmates have petitioned the court to have their convictions reclassified from felonies to misdemeanors, with a corresponding reduction in their sentence. Jail, probation and court personnel are utilized to facilitate this process.

## **Placer County Juvenile Detention Facility Annual Inspection**

The 2016-2017 Placer County Grand Jury conducted its annual inspection of the Placer County Juvenile Detention Facility (JDF) on September 21, 2016. The facility is located at 11260 B Avenue, Auburn and includes a courtroom used for family court, juvenile dependency and juvenile offender hearings.

On the date of inspection, the JDF was clean and well maintained. The staff is knowledgeable about pertinent legal requirements and dedicated to reducing the rate of recidivism. The staff states the focus of the facility is rehabilitation and prevention rather than punishment. They are working with the Placer County Office of Education in providing job-seeking skills and/or educational programs which can lead to a high school diploma.

The JDF continues the Positive Behavioral Intervention Support program. This program allows detainees to earn privileges and/or small rewards through a merit system based on good behavior and following the rules of the JDF.

The Grand Jury commends the staff for providing continuing educational opportunities.

### **Rocklin City Police Station and Holding Facility Annual Inspection**

The 2016-2017 Placer County Grand Jury conducted its annual inspection and tour of the Rocklin City Police Station and holding facility located at 4080 Rocklin Road, Rocklin, on September 28, 2016. The Grand Jury was satisfied with the conditions and operations that were observed, with the exception of the noted recommendation.



## **PLACER COUNTY GRAND JURY**

# **California Public Records Act**

## **Placer County's Compliance with the California Public Records Act (CPRA)**

# California Public Records Act

## Placer County's Compliance with the CPRA

### Summary

Placer County strives to comply with the California Public Records Act (CPRA) by providing the public with all public records when they are requested.

The County's process for requesting records varies from department to department and, although it is there, finding help on the County's website for submitting a request for a public document can be confusing.

Placer County is complying with the law, but is not maintaining any countywide records to track requests or monitor compliance with the law.

### Background

Article 1 of the California Constitution guarantees: "The people have the right of access to information concerning the conduct of the people's business..." The California Public Records Act was passed by the California State Legislature and signed into law in 1968 to uphold this right.

The CPRA is an important aspect of California's commitment to transparency in government. It was designed to give the public access to information so they can monitor all aspects of the government that serves and represents them. The CPRA allows for inspection or disclosure of governmental records to the public upon request. There are some specific exceptions to this disclosure in the law, such as attorney/client communication, recipients of public assistance, personnel records and law enforcement records, to name a few.

California Government Code section 6252(e) states:

*"Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.*

Placer County's website further states:

*The legal definition of public records includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. "Writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon*

*any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.*

A public agency is required to respond promptly but no later than ten calendar days from receipt of a public records request. The response may be that records cannot be supplied for legal reasons. When records are supplied, the County makes every effort to have them ready within the 10 days. If this is not possible, contact is made to explain and give a delivery date.

## **Methodology**

The 2016-2017 Grand Jury reviewed and researched the CPRA and Placer County's methods of complying with the CPRA. This included

- review of the California Public Records Act;
- review of "THE PEOPLE'S BUSINESS: A Guide to the California Public Records Act" published by The League of California Cities in 2008;
- review of Placer County's website;
- interviews with officials from the County Executive Office, Office of County Counsel, the Office of the Board of Supervisors, and the Information Technology Division.

## **Facts**

- Placer County accepts requests for public records verbally (in person or by telephone), in writing (delivered in person, by fax, or by mail), and electronically (submitted online).
- Because of the various ways the public asks the County for information, it is not always possible to determine if a request is for public records or simply a request for information.
- The homepage of the County's website does not provide a reference to a CPRA request.
- Once located, the information provided on Placer County's website on submitting a public records request is complete and helpful.
- Some County departments have online forms for submitting a public records request, others do not.
- There is no one person or department in Placer County with overall responsibility for documenting and tracking public records requests.

- Each department in Placer County is responsible for accepting and processing public records requests pertaining to their department.
- Placer County does not have procedures in place to track a public records request that is forwarded from one department to another.
- The office of County Counsel is available to every department to assist with public records request compliance. In some cases requests are sent directly to County Counsel, and frequently departments consult County Counsel to verify that they are correctly interpreting the law with their responses.
- Electronic communications (emails) fall within the CPRA. Upon request, the Placer County IT department assists other departments in searching current and archived emails, including any that have been deleted.

## **Findings:**

The Grand Jury found:

- F1. A path to making a CPRA request is not intuitive. Filing of a public records request can be difficult.
- F2. The non-centralized approach to receiving and responding to public records requests appears to speed up the response time and contributes to Placer County's compliance with the law but does not provide for tracking or monitoring compliance with all CPRA requirements.

## **Conclusion**

The Grand Jury determined that Placer County is meeting the requirements of the California Public Records Act. The Grand Jury concludes that there is some room for improvement that could help citizens more easily find information on how to submit a request for public records. The Grand Jury also concludes that there are IT systems improvements that could help the County monitor how many requests they are receiving and how well they are complying with the law.

## Recommendations

The Grand Jury makes the following recommendations:

- R1.** Placer County change its website for locating information on how to request public records. Specifically, a link titled “Public Records” should be added to the homepage tab entitled “How do I...”/“Request.”
- R2.** Placer County make changes to its website to provide links to each of the various departments’ online public records request forms in one convenient location.
- R3.** Placer County establish one point to maintain a countywide tracking system for all written public records requests. This recommendation is for a tracking system and not a single point for submitting or responding to requests.

**Request for Responses:**

	<u>Recommendations Requiring Response</u>	<u>Response Due Date</u>
<b>Board of Supervisors</b> 175 Fulweiler Avenue Auburn, CA 95603	<b>R1, R2, R3</b>	<b>September 30, 2017</b>
<b>Mr. David Boesch</b> County Executive Officer 175 Fulweiler Avenue Auburn, CA 95603	<b>R1, R2, R3</b>	<b>August 31, 2017</b>
<b>Mr. Jerry Cardin</b> County Counsel 175 Fulweiler Avenue Auburn, CA 95603	<b>R1, R2, R3</b>	<b>August 31, 2017</b>

**Copies Sent to:**

**Mr. Chris Gray**  
Deputy Director, Communications and  
Public Affairs  
175 Fulweiler Avenue  
Auburn, CA 95603



## **PLACER COUNTY GRAND JURY**

# **County Election Process**

## **Voting and Vote Tabulation**

# County Elections Process

## Voting and Vote Tabulation

### Summary

The Grand Jury reviewed County election operations and observed the November 2016 General Election process and procedures. The review included observation of vote counting and validation, security and transporting of ballots, and polling place operations.

The Grand Jury determined that the election process complied with the security procedures required by the State in the use of voting equipment, handling, processing, transporting, validating and counting of ballots.

Elections staff and volunteers made significant efforts to assist voters in resolving issues related to voting. Examples included incorrectly completed or damaged ballots, polling place and registration information, and United States Postal Service (USPS) delivery delays of Vote-by-Mail (VBM) ballots and voter materials.

Elections staff should continue to work with the USPS to improve the timely delivery of official election related mail to voters as well as the more rapid delivery and return of completed VBM ballots to the Elections Office.

The Grand Jury has found that the Placer County Registrar of Voters and the employees in the Elections Office are doing a good job and commends their efforts. Throughout the year, the Elections Office seeks ways to continue to assist voters, increase voter registration and provide voter and candidate education.

### Background

The Grand Jury investigated the County Elections Office and its collection and tabulation of mail-in and Election Day ballots. It is standard procedure for the County's Clerk-Recorder-Registrar of Voters to invite the public to observe all elections.

The County Clerk-Recorder/Elections Office has multiple responsibilities in addition to the elections function. Their direct services to the public facilitate business and personal transactions. They include

- recording of property transactions;
- issuing birth and death certificates;

- issuing marriage licenses;
- performing civil weddings;
- issuing passport applications;
- filing Fictitious Business Name Statements.
- maintaining permanent records and providing copies as necessary and appropriate

Election related services include

- registering voters;
- providing information to encourage voter and candidate participation;
- conducting timely, legally compliant, and accurate elections for national, state, county, city, schools, and Special Districts in Placer County.

The total population of Placer County is estimated at approximately 370,000. In February 2015 the California Secretary of State estimated that there were 260,737 citizens eligible to vote in Placer County.

In the June 2016 Primary Election, Placer County had 210,913 registered voters. By the final registration date, this number had grown to 226,454 citizens registered to vote in the November General Election. Political party registrants included

- Republican Party, 100,970;
- Democrat Party, 64,810;
- No Party Preference, 49,817;
- American Independent Party, 6,130;
- Libertarian Party, 3,322;
- Green and Peace and Freedom Parties (combined), 1,385.

Final official vote counts indicated that 190,550 ballots were cast in the 2016 General Election. Included in this total were 132,165 VBM ballots. Ultimately Placer County had an 84.15% turnout throughout its 232 poll precincts and 131 VBM only precincts.

Total costs for the 2016 election cycle, including the Primary and General Elections, were

- election Budgeted Costs, \$1,650,530;
- election Budgeted Revenue, \$676,000;
- actual Election Costs, \$1,572,712.

As of 2002 all California voters have the option to become permanent VBM voters. Everyone signing up as a permanent VBM voter will thereafter automatically receive their official ballot in the mail for every future election in which they are eligible to vote. Failure to vote in four consecutive statewide general elections will cancel the permanent VBM status. Voters removed from the program may reapply (E.C. Sec. 3201 and 3206).

The Presidential General Election of November 8, 2016 included a wide range of decisions for Placer County voters on offices, propositions, and measures. In addition to national offices, including President, Vice President, Senate and House of Representatives, choices included State Legislature members, as well as State and local candidates, and Initiatives and Bond Measures.

While all voters in the County are eligible to vote on some issues and offices, many voters have local offices and ballot issues unique to their place of residence. Individual federal, county, city, school, and special district elections create a need for multiple versions of ballots to ensure that only those eligible to vote based on their location of residence are allowed to do so. As a result, a total of 103 different ballots were prepared for Placer County. The process of developing the correct ballots and providing them to individual voters based on their place of residence is extremely complex.

## **Methodology**

The Grand Jury pre-election, Election Day and post-election investigation methods included

- observation of Elections Office and polling operations on October 26 and November 8, 2016;
- interview of Elections Department managers, staff and volunteers;
- review of written Elections Department Policy and Procedures ;
- review of State laws relating to elections;
- observation of the depositing, security and machine counting of ballots at polling stations;
- observation of the transporting, handling, opening, and counting of mail-in ballots;
- observation of the voting process at a total of four randomly selected polls:
  - Roseville
  - Meadow Vista
  - Granite Bay
  - Loomis

- observation of the security and movement of ballots from local polling stations to three receiving centers and from the receiving centers to the elections office;
- observation of the mail-in ballot signature verification process;
- observation of the retrieval and counting of mail-in ballots;
- review of the Placer County Election Report dated December 6, 2016<sup>1</sup>.

Three members of the Grand Jury were recused from this investigation in order to avoid the appearance of any possible conflict of interest.

## Facts

- Maintaining voter rolls is a year-round activity. The Elections Office routinely works with state and local agencies to purge names no longer eligible. Eligibility is routinely and continuously checked against death certificates, Department of Motor Vehicles (DMV), and other databases.

## Elections Staffing

- The Elections Unit has a full-time staff of 14 personnel. During this election cycle, an additional 20 temporary staff were added through the County Temporary Help Contract. In addition, some staff regularly assigned to non-election functions of the department (such as vital records, etc.) assisted with election-related tasks.
- Prior to the election, the department added 5 additional paid personnel to respond to the increased volume of citizen questions and requests related to voter registration and voting.
- Temporary staff began working as early as April 13, 2016, and a minimum number were retained beyond the election through January 13, 2017 to complete the processes.
- There were 1,265 citizens who participated as volunteers within the County.
- Mail-in ballots began arriving at the Elections Office as early as October 3, 2016.
- Staff began verifying signatures and processing mail-in ballots 10 days prior to the election, although the votes themselves by law cannot be totaled and reported prior to 8:00 pm on Election Day.

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<sup>1</sup> Placer County Election Report, November 8, 2016 Presidential General, published December 6, 2016.  
([http://www.placerelections.com/uploads/documents/11082016/11082016\\_Certificate\\_of\\_Canvas\\_of\\_Vote.pdf](http://www.placerelections.com/uploads/documents/11082016/11082016_Certificate_of_Canvas_of_Vote.pdf))

- As of 8:00 pm on Election Day, there were a large number of VBM ballots in the Elections Office yet to be processed.
- VBM ballots postmarked on Election Day, but not yet delivered to the Elections Office, and the mail-in ballots hand-delivered by voters to polling places were counted after 8:00 pm on Election Day.
- All persons serving as Inspectors, Judges, Roving Inspectors, and Supervising Roving Inspectors received mandatory pre-election training.
- Voluntary training is available to all polling station clerks, about half of whom attended. Approximately half of the volunteers participated in prior elections.
- A comprehensive procedural manual was available at all polling places, and the Grand Jurors observed workers referring to it as needed.
- Supervisory staff was present and active at polling stations and roving inspectors moved between the various polling places to provide guidance.
- Election supervisory staff prepared performance evaluations of volunteers and polling station workers.

### **USPS Mail Issues**

- The USPS transports mail from local post offices in Placer County to distribution centers in Sacramento or Reno for distribution to local post offices and delivery to voters.
- County Elections staff is working with the USPS to find ways to resolve delays in delivery of election mail to voters.
- To avoid delays at the Reno USPS processing center in the final days before the General Election, Elections Office staff hand-delivered outgoing ballots directly to the Truckee and Tahoe post offices for delivery to voters.
- Following the June Primary Election, the department changed procedures to eliminate an unacceptable delay in delivery of completed VBM ballots by physically retrieving them from the post office.

### **Drop-off Locations**

- Placer County offered VBM voters the option to drop off their ballots at eight community locations beginning October 31, 2016.
- Placer County has only been able to certify eight drop-off locations due to the Americans with Disability Act (ADA) compliance and security reasons.
- Approximately 3,319 VBM ballots were received at the eight drop-off locations.

## Ballot Processing

- Ballot processing and security verification of mail-in ballots include both automated and visual verification of voter signatures prior to opening and counting votes. Verification includes matching signatures on ballots against reference signatures of voters on other documents available to the County, such as ballots from prior elections, voter registration documents, and DMV records.
- Ballot signatures which do not match other signature documents are individually reviewed by multiple levels of staff. If warranted, staff contacts individual voters directly to determine why signatures do not match other signature documents and to determine the validity of signatures. Examples of circumstances which could eventually allow the ballot to be counted include signature changes due to injuries, husband and wives inadvertently signing each other's ballot, etc.
- If the VBM ballot envelope is not signed, the ballot cannot be counted. Elections staff contacts the voter and offers several opportunities for the voter to complete the signature requirement, thus allowing their ballot to be counted.
- If it is determined that the ballot is not valid due to false signature, non-residence in the County, death of the voter, or other invalidating factors, it is not counted. A copy is retained with an explanation of why it is an invalid ballot.
- Multiple staff process and count ballots in a secure room. All stages of the process are under the direct supervision of management staff.
- Ballots damaged in mailing are handled individually. If the damage to the ballot prevents it from being counted in the automated system, but the voter's choices are clear, the ballot is duplicated and counted. This process is conducted and monitored by supervisory staff.
- If damage to the ballot is too extensive to determine voter intent, staff contacts the voter and provides a new ballot.
- If the voter has not completed the ballot correctly (e.g., voted for 4 candidates when instructed to select no more than 3 or marked both yes and no), staff will make a duplicate ballot as long as there is clear voter intent (i.e., a note written as to voter intent). If intent cannot be reliably determined, the questionable item will not be counted; however, items that are properly marked will.
- Write-in candidate votes are processed by hand and checked to determine that they are certified by the State as a legitimate write-in candidate before being counted.
- All ballots, those counted and those disqualified, and all supporting documentation are archived so that recounts, challenges and verifications may be conducted.

## **Provisional Ballots**

- A provisional ballot is used to record a vote when there are questions about a given voter's eligibility.
- A total of 8,338 provisional ballots were cast.
- In the majority of cases, provisional ballots were used because voters had lost or misplaced their VBM ballots.
- A total of 6,948 provisional ballots were determined to be valid and included in the final vote counts.
- The reasons for determining that 1,390 provisional ballots were not valid and therefore not included in the final vote count were
  - voter not registered, 1,113;
  - not a County resident, 165;
  - no signature, 38;
  - not matching signature, 28;
  - already voted by mail, 19;
  - empty or blank envelope, 5;
  - incorrect or no address, 3;
  - voted at polls, 2;
  - other, 17.

## **Process Issues**

- There were significant delays in USPS mail delivery to voters, including voter guides and Vote-by-Mail ballots. These delays also occurred in other counties in the region.
- Placer County voter mail was sent on time; however, in some cases voters complained the mail was delivered as long as 10 days after it was mailed.

## Findings:

The Grand Jury found:

- F1. Elections staff is committed to both maintaining valid voter rolls and ensuring that registered voters have the opportunity to vote.
- F2. Elections staff is committed to ensuring that all ballots are properly collected, counted and secured.
- F3. Elections staff complied with the security procedures required by the State in the use of voting equipment, handling, processing, transporting, determining validity, and counting of ballots.
- F4. The processes and procedures of the Elections Office provided Placer County voters with a fair, valid, and accurate voting experience in the 2016 General Election.
- F5. Drop-off locations make it easier for the public to return their VBM ballots.
- F6. VBM ballots postmarked on Election Day or hand-delivered to polling places do not arrive at Election Headquarters in time to be processed by 8:00 pm on Election Day.
- F7. Although there was a delay in processing some of the VBM ballots, ultimately they all were counted within legal timeframes.
- F8. Elections staff was diligent in their efforts to overcome the USPS delivery delays of election materials and receipt of ballots.

## Conclusion:

The Grand Jury concludes that the 190,550 ballots cast in Placer County in the 2016 General Election were processed and tabulated in a professional manner.

Placer County's Clerk-Recorder-Registrar of Voters and his staff are to be commended for their hard work and diligence in conducting the 2016 General Election.

Elections staff is also to be commended for their diligent efforts to reduce USPS delivery delays of election materials and receipt of ballots.

All VBM ballots cannot be processed for release at 8:00 pm on Election Day. However, the number of unprocessed VBM ballots could be reduced, thereby providing the public with more complete election results when the polls close.

## **Recommendations:**

The Grand Jury makes the following recommendations:

- R1.** Placer County Elections staff continue to work with the USPS to develop alternatives to improve the timely delivery of election mail to all Placer County voters.
- R2.** Placer County Elections staff continue to work with the USPS to develop alternatives to improve the timely receipt of VBM ballots in Placer County.
- R3.** Elections management review and revise processes, equipment needs, and staffing patterns to improve the percentage of VBM ballots processed prior to poll closure on Election Day.
- R4.** Placer County Elections expand the number of VBM drop-off locations.

## Request for Responses:

	<u>Recommendations Requiring Response</u>	<u>Response Due Date</u>
<b>Mr. Ryan Ronco</b> County Clerk-Recorder-Registrar of Voters 2956 Richardson Drive Auburn, CA 95603	<b>R1, R2, R3, R4</b>	<b>August 31, 2017</b>

### Copies Sent to:

**Board of Supervisors**  
175 Fulweiler Avenue  
Auburn, CA 95603

**Mr. David Boesch**  
County Executive Officer  
175 Fulweiler Avenue  
Auburn, CA 95603



## **PLACER COUNTY GRAND JURY**

# **Homeless Shelter Services**

## **Managing the Needs of the Homeless**

# **Homeless Shelter Services**

## **Managing the Needs of the Homeless**

### **Summary**

A ten-year strategic plan to end homelessness in Placer County was adopted by the Board of Supervisors (BOS) in 2004. In 2009 the County updated zoning requirements for emergency shelters in accordance with State planning law. The law requires each county have at least one zone district designated for emergency shelters.

With the pending expiration of the strategic plan in 2014, the BOS approved a consulting contract with Dr. Robert Marbut for an independent study to address this issue of homelessness. Dr. Marbut's recommendations were consistent with provisions found in the Continuum of Care process included in the Homeless Emergency Assistance and Rapid Transition to Housing Act (HEARTH Act) which was signed into federal law in 2009.

Both the HEARTH Act and the Marbut study included emergency shelter facilities as a recommended ingredient in addressing the needs of the homeless. The Marbut study recommended emergency shelters in both north and south Placer County operate 24 hours per day and 7 days per week.

The County has taken significant steps toward managing the needs of the homeless. The Adult System of Care (ASOC) includes outreach and assessment programs to provide drug and alcohol abuse counseling as well as evaluation and treatment for mental health issues. The County has also funded four additional sheriff deputies and one probation officer to provide increased security related to the shelter and other services concentrated at and around DeWitt Center. Assistance programs to help unemployed homeless people find jobs and affordable housing have also been implemented, and the Placer County Housing Authority has a program to end homelessness among veterans.

The County has approved a temporary Site Access Agreement for the operation of an emergency homeless shelter located in the Placer County Government Center (aka DeWitt Center). The County represented to local residents that the shelter at DeWitt Center was temporary. Local residents complained about the proximity of the shelter to schools and neighborhoods. Despite these complaints, the shelter has remained open since 2015 through a series of renewed Site Access Agreements, short-term funding and zoning inclusions. On May 10, 2017 the BOS voted to extend the conditional use permit to allow continued operation of the temporary homeless shelter in the DeWitt Center for up to 5 additional years.

Under Placer County's revised zoning codes, emergency shelters housing under 60 persons could be operated in a Residential Multi-Family zone district without a Conditional Use Permit. The

County further authorized emergency shelters in Neighborhood Commercial zones, General Commercial zones, Commercial Planned Development zones, Highway Services zones and Resort zones. Each of these additional five zones would require a Conditional Use Permit, which enables public awareness through an open application and permit process.

While the need for emergency shelters remains mostly undisputed, the location of shelters continues as an issue of public concern. This issue needs to be resolved.

## **Background**

In July 2004 the Placer County BOS adopted a ten-year plan to end homelessness in the County.

The issue was once again addressed in September 2014 when the BOS approved a consulting contract with Dr. Marbut for an independent study of homelessness in Placer County. Dr. Marbut recommended emergency shelters in both north and south Placer County, operating 24 hours per day and 7 days per week, providing services for up to 50 people per location. He also recommended overflow facilities providing overnight shelter for an additional 50 people per location. While the 24/7 shelter at DeWitt Center has the capacity for 50 people, the number of homeless clients is limited to 47 people due to the inclusion of 3 staff members.

Recommendations in the Marbut study were consistent with the Continuum of Care guidelines included in the HEARTH Act. The HEARTH Act signed into law in 2009 established four roles for a Continuum of Care application for Federal Housing and Urban Development (HUD) funding. The recommendations were

- outreach, intake and assessment in order to identify service and housing needs and provide a link to the appropriate level of both;
- an emergency shelter to provide an immediate and safe alternative to sleeping on the streets, especially for homeless families with children;
- transitional housing with supportive services to allow for the development of skills that will be needed once permanently housed;
- permanent housing and supportive housing to provide individuals with an affordable place to live with services, if needed.

Based upon the Marbut study, in February 2015 the BOS approved a temporary Conditional Use Permit and Site Access Agreement to provide a temporary emergency shelter at the DeWitt Center. Right Hand Auburn, whose mission is to provide shelter and a path toward stability for the homeless of Placer County, was awarded the contract to operate the shelter. The location of the center is zoned Heavy Commercial (C3), which was not an approved zone district for

emergency shelters. A Temporary Conditional Use Permit was issued for one year and could be extended for an additional year. The site was originally operated as a 90-day pilot program. After the pilot program concluded, the site continued to operate as an emergency shelter until the end of the one-year temporary permit.

In March 2016 the BOS once again extended the Temporary Site Access Agreement and Temporary Conditional Use Permit until March 31, 2017 with the provision that they could not be renewed beyond the March 2017 sunset date. Volunteers of America (VOA) took over the Right Hand Auburn contract with the County, agreeing to operate the shelter from June 1, 2016 to March 31, 2017.

## **Methodology**

### The Grand Jury

- conducted interviews with officials from Placer County Department of Health & Human Services (HHS);
- conducted interviews with staff at Volunteers of America;
- toured the emergency shelter in the DeWitt Center;
- reviewed the Request For Proposal detailing the County requirements for a successful bidder to manage the emergency shelter in the DeWitt Center;
- reviewed the contract between Placer County and VOA dated May 2, 2016;
- reviewed the 67-page memorandum attached to the Board of Supervisors January 2017 agenda item for emergency shelters;
- attended the January 2017 Board of Supervisors meeting to observe comments on the emergency shelter;
- reviewed the 2015-2017 Continuum of Care Strategic Plan approved in October 2015 and published by the Homeless Resource Council of the Sierras.

## **Facts**

- In July 2004 the County enacted a ten-year plan designed to end homelessness in Placer County.
- On May 20, 2009 the HEARTH Act was signed into law providing guidelines for application for HUD funding through a Continuum of Care planning process. Placer County is a participating agency in a Continuum of Care strategic plan along with other

government and non-government stakeholders included in the Homeless Resource Council of the Sierras.

- The HEARTH Act provides four roles for a Continuum of Care planning process:
  - Outreach, intake and assessment to identify service and housing needs;
  - An emergency shelter to provide an immediate and safe alternative to sleeping on the streets;
  - Transitional housing with supportive services to allow development of skills needed once permanently housed;
  - Permanent housing and supportive housing to provide individuals with an affordable place to live.
- The ASOC, located in Auburn and Roseville, provides “needs-based” services, such as housing and employment assistance for homeless and other eligible adults. These services include outpatient and inpatient evaluation and stabilization for emotional issues; mental health services, including assessment and case management; substance abuse services and Adult Protective Services.
- The County funds a Homeless Liaison Unit consisting of four uniformed deputies and a probation officer. This dedicated unit addresses the need to improve the security at DeWitt Center and the surrounding area related to the shelter, jail, and other County services provided at DeWitt Center.
- The Placer County Housing Authority supports local and federal efforts to end homelessness among Placer County veterans.
- In September 2014 the County BOS approved an independent consulting contract with Dr. Robert Marbut to identify the needs of the homeless. Dr. Marbut’s recommendation included emergency shelters in both north and south Placer County, each operating 24 hours per day, 7 days per week for up to a capacity of 50 adults. Dr. Marbut also recommended an “overflow” facility at each shelter providing refuge for up to an additional 50 adults during the hours of 5:00 pm to 7:00 am.
- In February 2015 the BOS approved a Temporary Conditional Use Permit and Site Access Agreement to provide a temporary emergency shelter in the DeWitt Center. The contract was awarded to Right Hand Auburn, a charitable organization, with a termination date of March 31, 2016.
- The Temporary Conditional Use Permit approved by the BOS contained specific operational requirements for Right Hand Auburn, including maximum capacity, hours of operation, staffing levels, maintenance, and insurance coverage. It also required monthly reporting on demographics of shelter residents, including income levels, employment status, gender, ethnicity and prior military service.

- In March 2016 the County extended the Temporary Conditional Use Permit for the Site Access Agreement until March 31, 2017 with the provision that the permit could not be renewed beyond that date.
- Right Hand Auburn operated the shelter under a 90-day extension provided by the BOS. In June 2016 VOA assumed the terms of the Right Hand Auburn contract with the County and began management of the temporary shelter at the DeWitt Center until March 31, 2017. Under the terms of the contract with VOA, it can be terminated at any time with 30 days' notice.
- The County has not established a 24/7 shelter in south Placer County but is supporting and relying on The Gathering Inn and other charitable organizations which seek to place homeless individuals in overnight facilities, such as local churches.
- In January 2017 management of HHS and other County representatives reported satisfaction with the performance of VOA in the management of the shelter at the DeWitt Center.
- The shelter at the DeWitt Center provides shelter services 24 hours per day, 7 days per week, with a capacity to provide services for up to 50 adults for a maximum period of 90 days. An overflow portion of the facility provides shelter for up to 50 additional adults from 5:00 pm to 7:00 am. Everyone staying overnight in the overflow portion of the facility has their space reserved as long as they return to the shelter every evening without interruption.
- The shelter is a “dry shelter.” The staff performs breathalyzer tests on all residents as they enter. They also perform a cheek swab to test for illegal drugs. Anyone failing either test is not permitted to enter the shelter.
- No alcohol, weapons, or illegal drugs are permitted in the shelter.
- The Welcome Center at the DeWitt Center is operated by the County and is not part of the emergency shelter facility. It is only open during the hours of 9:00 am to 4:00 pm Monday through Friday. This facility provides many services for the entire community, including referrals to local employment opportunities. It can also serve as a place of daytime refuge for shelter overflow residents during inclement weather.
- The County provides an average of \$45,500 per month to cover the cost of running the emergency shelter at DeWitt Center. The remainder of expenses incurred is covered by VOA and other charitable organizations.
- On January 10, 2017, the BOS held an open meeting allowing public comment on two proposals before the Board. The first proposal included only Industrial zone districts and Industrial Planned zone districts in the zones approved for emergency shelters with a Conditional Use Permit. The second proposal added Heavy Commercial zone district to the Industrial zone districts and Industrial Planned zone districts approved for emergency shelters with a Conditional Use Permit.

- The meeting in January was standing room only, with stakeholders both for and against the C3 zone proposal which could allow continuation of the emergency shelter at the DeWitt Center, which is zoned C3.
- Some speakers praised HHS and VOA for their management of the shelter and for outreach programs assisting the homeless with drug and alcohol treatment, mental health treatment and help finding employment opportunities. Other speakers, representing local residents and businesses, voiced complaints about the operation of an emergency shelter located in close proximity to schools, homes and businesses.
- At the end of the public comments, Supervisors Jack Duran, Robert Weygandt, Kirk Uhler and Jennifer Montgomery voted in favor of adding zone district C3 to the allowable use for emergency shelters. Supervisor Jim Holmes, whose district includes the DeWitt Center and surrounding homes and businesses, was the only dissenting vote. With this Board vote, the BOS became able to extend operation of the emergency shelter at the DeWitt Center beyond the March 31<sup>st</sup> termination date.
- On May 10, 2017 the BOS voted to extend the conditional use permit to allow continued operation of the temporary homeless shelter in the DeWitt Center for up to 5 additional years.
- There is an ongoing feasibility study regarding a possible emergency shelter in south Placer County.

## Findings

The Grand Jury found:

- F1. VOA is to be commended for their management of the temporary shelter at the DeWitt Center.
- F2. HHS has joined with VOA and other charitable stakeholders to provide outreach and assessment programs to assist the homeless in finding jobs and treatment for alcohol and drug abuse.
- F3. The BOS and multiple government and non-government stakeholders continue to debate and study services for the homeless, including the need for emergency homeless shelters.
- F4. There is a general consensus there is a need for emergency homeless shelters in the Auburn area, but there is local opposition to a shelter in the DeWitt Center.
- F5. The County has addressed the need for an emergency shelter in Auburn through a series of short-term funding, temporary Site Access Agreements in the DeWitt

Center and a vote to include the Heavy Commercial zone district of the DeWitt Center among the zones approved for shelters.

- F6. In addition to the emergency shelter, the County has provided needed services through the ASOC, including outpatient/inpatient evaluation of emotional issues, substance abuse and mental health services.
- F7. The additional law enforcement resources have addressed the need for improved security in and around the DeWitt Center.
- F8. Three of the four roles included in the Continuum of Care provision of the HEARTH Act involve emergency, transitional and permanent housing for the homeless. The study conducted by Dr. Marbut concluded there should be a permanent 24/7 shelter in both north and south Placer County. The County has not resolved whether there should be a 24/7 permanent shelter and, if so, where it should be located.
- F9. For the past two years, the County has been telling local residents that the emergency shelter in DeWitt Center is temporary. Despite these assurances, the County has not identified a site for a permanent shelter located elsewhere and continues to permit renewed operation of the temporary shelter at DeWitt Center through renewed Site Access Agreements, short-term funding and zoning efforts.
- F10. While significant efforts have been made by all stakeholders, there has been no substantial progress in resolving the issue of the need and location of permanent homeless shelter(s).

## Conclusion

The 2014 report provided by Dr. Robert Marbut concluded that there should be homeless shelters in Placer County operating 24 hours per day, 7 days per week, providing shelter and services for men and women in need. The BOS established a temporary shelter at the DeWitt Center, overcoming zoning issues with a temporary Site Access Agreement. The operation of the shelter could not be continued without a change in zoning. By adding Heavy Commercial zone district to the zones permitted for emergency shelters, the BOS is able to extend review of the Conditional Use Permit for a shelter at the DeWitt Center beyond the March 31, 2017 termination date for the Temporary Conditional Use Permit. On May 10, 2017 the BOS voted to extend the conditional use permit to allow continued operation of the temporary homeless shelter in the DeWitt Center for up to 5 additional years.

While the need for emergency shelter for homeless men and women remains relatively undisputed, the physical location of such a facility has been a point of contention. The BOS vote on expanded zone districts for emergency shelters is a first step toward a long-term solution. The emergency shelter at the DeWitt Center has been repeatedly designated as a temporary facility.

Now that Heavy Commercial zone district has been added to those zone districts that are permitted for emergency shelters, the BOS could decide (1) to make the current shelter at the DeWitt Center permanent, (2) decide on another location for a shelter, or (3) decide not to operate a 24/7 facility at all.

## Recommendations

The Grand Jury makes the following recommendations:

- R1.** The County develop and publish a comprehensive strategy for managing homelessness in Placer County. Included in the strategy should be a decision on the issue of permanent shelter(s).
- R2.** Placer County intensify the search for a permanent 24/7 shelter among the zone districts approved for shelters in north County.
- R3.** The County continue its efforts in outreach and assessment while seeking a permanent location for a 24/7 shelter. The County needs to resolve the issue of a need for emergency shelters in both north and south Placer County.
- R4.** The County make a decision on the number and location of emergency shelters by March 2018.

**Request for Responses:**

	<b><u>Recommendations Requiring Response</u></b>	<b><u>Response Due Date</u></b>
<b>Mr. Jeff Brown</b> Director, Health and Human Services 3091 County Center Drive, # 290 Auburn, CA 95603	<b>R1- R4</b>	<b>August 31, 2017</b>
<b>Mr. David Boesch</b> Placer County CEO 175 Fulweiler Ave Auburn, CA 95603	<b>R1- R4</b>	<b>August 31, 2017</b>
<b>Placer County Board of Supervisors</b> 175 Fulweiler Avenue Auburn, CA 95603	<b>R1- R4</b>	<b>September 30, 2017</b>



## **PLACER COUNTY GRAND JURY**

# **Lincoln City Government Transparency**

**What Happened to Our Police Chief?  
The People Want to Know**

# **Lincoln City Government Transparency**

## **What Happened to Our Police Chief? The People Want to Know**

### **Summary**

On July 1, 2016, the Lincoln City Manager announced that the Lincoln City Police Chief resigned. The City Manager refused to provide specific details, stating only that it was a personnel matter.

The local media and citizens asked for more details and were not satisfied with the answers they received. It was their opinion that the answers given did not fully explain the circumstances related to the resignation. There was significant concern that the City was not acting as transparently as expected. In light of the public controversy surrounding the resignation of the Chief, the Grand Jury investigated the matter.

The Grand Jury exercised its oversight authority to review the employment contract, the Settlement Agreement and the internal investigation documents which were not provided to the general public. It should be noted that there was much confusion between the terms “Settlement Agreement” and “severance package.” The “Settlement Agreement” is the official document which was negotiated between the Chief and the City of Lincoln on July 1, 2016. “Severance package” is the term used by a newspaper to describe the financial agreement between the City and the Police Chief upon his departure.

Based on this review, the Grand Jury acknowledges the City was within its rights to accept the Chief’s resignation. However, the Grand Jury believes the City could, and should, be more transparent in providing additional information to City residents while remaining in compliance with legal restrictions on the release of confidential personnel information.

### **Background**

The Lincoln Police Chief was hired in September of 2013 and resigned July 1, 2016.

On February 1, 2016, the Lincoln Peace Officers Association (LPOA) submitted a list of grievances to the City of Lincoln, which led to an independent investigation of the Chief. On June 13, 2016, the Lincoln City Manager confirmed to the Lincoln News Messenger that an independent investigation was being conducted by the City.

On July 1, 2016, the Lincoln City Manager announced the Chief’s resignation. He told the press that State law precluded him from commenting on whether the resignation was connected to the recent independent investigation into concerns filed with the City Manager by the LPOA. The

City Manager was quoted by the local newspaper saying, “I’m unable to disclose any information regarding the internal investigation.”

For months following this announcement, the local press published articles and tried unsuccessfully to obtain documents pertaining to the Chief’s sudden departure. Citizens of Lincoln took to social media and submitted letters to the editor of the Lincoln Messenger. They criticized the City’s refusal to provide a copy of the Settlement Agreement the City negotiated with the Chief, complete details of the investigation of the Chief, or confirm if the investigation was connected to his resignation.

## **Methodology**

The 2016-2017 Grand Jury

- reviewed the Police Chief’s employment agreement;
- studied the independent investigation into a list of grievances filed against the Chief by the LPOA;
- examined the Settlement Agreement between the Chief and the City of Lincoln;
- reviewed the California Public Records Act (CPRA);
- read California Evidence Code Sections 1043 and 1045;
- reviewed articles published by The Lincoln News Messenger;
- considered citizen comments posted in response to articles published by The Lincoln News Messenger and on social media;
- interviewed Lincoln City officials.

## **Facts**

- The Police Chief was employed by the City of Lincoln for a total of 22 months.
- On February 1, 2016, a list of grievances against the Chief was submitted to the Lincoln City Manager by the LPOA.

- A Lincoln City Council Member is on record saying, "...the city takes any and all information regarding potential misconduct or violations of the law seriously, and asked for an independent investigation of this information."<sup>1</sup>
- In response to the list of grievances, in April 2016 the City of Lincoln hired a law enforcement consultant to conduct an investigation into the allegations made against the Chief by LPOA.
- On July 1, 2016, the Lincoln City Manager publicly announced the Chief's resignation without providing any details.
- On July 14, 2016, a Lincoln News Messenger article reported that upon his departure, the Chief received a settlement totaling \$84,666.13 before taxes. The employment agreement and an itemization document were given to the press. According to the article, severance payments made to the Chief covered three months' salary and benefits, as follows:
  - Three months' salary at \$37,412.13
  - Payout, accrued vacation plus three months at \$18,593.83
  - Payout, accrued sick leave plus three months at \$21,472.41
  - Payout, health benefits at \$4,817.76
  - Phone allowance at \$300
  - Vehicle allowance at \$1,620
  - Uniform allowance at \$450

On the itemized document, the severance period was from July 1, 2016 to October 1, 2016.<sup>2</sup> The amount received in the Settlement Agreement was identical to the amount originally included in the Termination of Employment and Severance clause of his employment agreement.

- Clause F in the employment agreement for the Chief dated September 30, 2013, under the heading Termination of Employment and Service, states the "Employee shall not be entitled to Severance if Employee voluntarily resigns."
- The Lincoln News Messenger filed a CPRA request dated July 15, 2016 seeking to obtain the "severance package," the list of concerns regarding the Chief, and a copy of the final report regarding the independent investigation.
- The City of Lincoln denied The Lincoln News Messenger's CPRA request, contending that "Peace officer personnel records are confidential and privileged and the procedures set forth in Evidence Code section 1043 are the exclusive method for obtaining those records."

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<sup>1</sup> Lincoln News Messenger article dated July 6, 2016.

<sup>2</sup> Lincoln News Messenger article dated July 14, 2016.

- The Lincoln Mayor is on record stating: *“I will state that from a public policy perspective, release of a severance agreement once it has been completed is typically the norm”*<sup>3</sup>
- The California Public Records Act (CPRA) was designed to give the public access to information so they can monitor all aspects of the government that serves and represents them. The CPRA allows for inspection or disclosure of governmental records to the public upon request, although there are some very specific exceptions to this disclosure in the law.
- The CPRA Government Code section 6252(e) states: *“Public records” includes any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.* There are some specific exceptions to this disclosure in the law, such as attorney/client communication, recipients of public assistance, personnel records and law enforcement records, to name a few. In these exceptions a court order would be required.
- The Grand Jury found no evidence that a request for a court order has been filed in this case.

## Findings:

The Grand Jury found:

- F1. It was clearly stated in the employment agreement that the Chief would not be entitled to severance upon his resignation. However, in the Settlement Agreement the City of Lincoln granted the Chief all the severance benefits listed in the employment agreement.
- F2. The City of Lincoln was not transparent in dealing with the Chief’s resignation.

## Conclusion

There are strong opinions on both sides surrounding the City of Lincoln’s decision not to release documents pertaining to the resignation of the Lincoln Police Chief.

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<sup>3</sup> Lincoln News Messenger article dated July 25, 2016.

The Grand Jury has exercised its authority to review documents not accessible to the media or the general public. Based on this review, the Grand Jury accepts that the City of Lincoln properly exercised its discretion to accept the Chief's resignation.

The Grand Jury accepts the City of Lincoln's decision to refuse to release the list of LPOA grievances and the independent investigation of the Chief.

It is unclear why the City of Lincoln has refused to release to the public the Settlement Agreement negotiated between the City and the Chief. The Grand Jury recognizes that there are differing opinions on this and points out that the Superior Court could make a final determination.

The Grand Jury notes that a request for a court order has not been filed by any party in this case. Further, the Grand Jury does not take a position on whether or not a request for a court order would be successful in this situation.

It is the Grand Jury's opinion that the City of Lincoln should make every effort to be more transparent with its citizens.

## **Recommendations**

The Grand Jury makes the following recommendations:

- R1.** The City of Lincoln adhere to all terms of employment agreements they negotiate and not make generous settlements when not required and justified.
- R2.** The City of Lincoln release a copy of the Settlement Agreement they negotiated with the Police Chief to the public they serve.

**Request for Responses:**

	<u>Recommendations Requiring Response</u>	<u>Response Due Date</u>
<b>Mr. Matt Brower</b> Lincoln City Manager 600 6 <sup>th</sup> Street Lincoln, CA 95648	<b>R1, R2</b>	<b>August 31, 2017</b>
<b>Lincoln City Council</b> Lincoln City Hall 600 6 <sup>th</sup> Street Lincoln, CA 95648	<b>R1, R2</b>	<b>September 30, 2017</b>

**Copies Sent to:**

**Ms. Carol Feineman**  
Editor, Lincoln News Messenger  
553 F Street  
Lincoln, CA 95648



## PLACER COUNTY GRAND JURY

# Mental Health Care of Placer County Jail Inmates

## Mental Health Care of Placer County Jail Inmates

### Summary

More than half of the inmates in Placer County jails have some form of mental illness. The County's responsibility is to ensure the physical and mental health care of inmates is met. The Placer County Health and Human Services Department manages the contract with California Forensic Medical Group (CFMG) to provide medical staffing and care in the Placer County jails. Correctional staff is continuously trained in the signs and symptoms of mental illness.

After implementation of the Public Safety Realignment Act, hereafter referred to as AB109, certain convicted felons, many with severe and chronic conditions, are sentenced to longer terms to be served in the County jails. If a defendant charged with a felony is deemed incompetent to stand trial, they are sent to a State hospital for return to competency treatment. If space is unavailable in mental health facilities, defendants may be held in County jail. Placer County, the Sheriff's Department and CFMG are attempting to ensure the physical and mental health care of the inmates. The Placer County jails need additional resources for mental health programs and treatment.

### Background

During the mandated annual inspection of Placer County holding facilities and jails, the Grand Jury learned that over 50% of jail inmates have some form of mental illness. The County's responsibility is to ensure the physical and mental health care of inmates is met. Placer County Health and Human Services Department manages the contract with California Forensics Medical Group (CFMG) to provide medical care and staffing for the Placer County jails and Juvenile Detention Facility<sup>1</sup>. A contract is maintained with Telecare for inpatient psychiatric care at Placer County Mental Health Services (aka Cirby Hills) and Cornerstone Psychological Center. Mental health care is imperative for the safety of inmates, deputies and jail personnel.

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<sup>1</sup> The focus of this report is adult care and jails only.

## Methodology

Grand Jury methods of investigation included

- the annual inspection of the Auburn Jail and Santucci Justice Center facilities;
- interviews with personnel from the Department of Health and Human Services, Medical service providers and jail management;
- a review of various documents:
  - Placer County Organizational Chart
  - Placer County Sheriff's Office Corrections Division Policy Manual
  - Jail intake forms
  - Corrections Standards Authority (CSA) Jail Survey Data
  - CSA Quarterly Report Data
  - Institute for Medical Quality Corrections and Detentions Health Care Accreditation for both Auburn and South Placer jails, dated June 29, 2016 through June 29, 2018
  - Board of State and Community Corrections bi-annual inspection report dated January 17, 2017
  - Inmate grievances

One member of the Grand Jury was recused from this investigation in order to avoid the appearance of any possible conflict of interest.

## Facts

- The Placer County Health and Human Services Department manages the contract with CFMG to provide medical care in the Placer County jails.
- A separate contract is maintained with Telecare for inpatient care at the Cirby Hills and Cornerstone facilities.
- The CFMG medical director oversees three Placer County jails: Santucci, Auburn and the Juvenile Detention Facility. The director oversees recruitment and retention of medical staff, patient care and follow-up care.
- Prior to AB109, county jails housed convicted misdemeanor and felony inmates for up to one year. After implementation, certain convicted felons were sentenced to longer terms to be served in the county jails instead of California State Prison.
- Inmate classification reports and staff interviews indicate at any given time over 50% of inmates incarcerated in the County jails have mental health issues.
- High risk, mentally ill inmates are segregated from the general jail population.

- During the booking process, the booking or arresting officer goes through an extensive checklist which includes physical and mental health issues. If an arrestee is not cooperative, has obvious impairment or exhibits questionable behavior, a nurse is called to do intake.
- “Sheriff’s Department staff consults with health service staff to determine the condition and special needs of medical developmentally disabled, and/or psychiatric inmates prior to housing assignment, program assignment, disciplinary measures, or transfers.”<sup>2</sup>
- Correctional officers and staff are trained in the signs and symptoms for referral to CFMG staff, including
  - mental illness;
  - developmental and physical disabilities;
  - emotional disturbance;
  - chemical dependency;
  - alcohol and drug withdrawal.
- When an inmate says they have a certain diagnosis and/or is taking medications, CFMG obtains a release of information and checks with the inmate’s doctor to get their history and list of medications. CFMG will also check with the inmate’s pharmacy of record to confirm the medications stated by the inmate.
- A toxicology screen is performed. An evaluation by a CFMG doctor confirms inmate’s current medications and develops a treatment plan. Medications in the inmate’s possession at the time of booking are stored with their personal property and returned upon release.
- Arrestees often arrive under the influence of drugs and/or alcohol. CFMG monitors the inmate’s vital signs and the inmate is started on withdrawal medication, if needed.
- Evidence shows that drug use is more pervasive and has a greater impact on the physical and mental health of inmates than in the past.
- According to the accreditation reports, there are protocols for the identification and treatment of individuals at risk or undergoing withdrawal from alcohol or other drugs.<sup>3</sup>
- When an arrestee or inmate is placed on suicide watch, their clothing is taken and they are provided with a wrap that cannot be torn or used to hurt themselves. Officers and

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<sup>2</sup> Placer County Sheriff’s Office Corrections Division Policy Manual, Chapter 7-5 “Developmentally Disabled/Mentally Disordered” pg. 1 of 2.

<sup>3</sup> Corrections and Detentions Health Care Program Accreditation, Placer County So. Placer Jail, pg. 11.

medical staff continuously monitor the inmate. Only mental health staff can terminate a suicide watch.

- Notification of CFMG staff is required within one hour of inmate placement in a safety cell (a specially designed cell with added measures to prevent self-inflicted injury).
- Psychiatric patients are released with a written treatment plan and, if necessary, prescriptions.
- In the fourth quarter of fiscal year 2016, \$27,774 was expended on psychotropic medication. This is 23% of the total \$123,489 spent for medication for that period.
- Once a doubt is declared as to a defendant's competency under Penal Code 1368, criminal proceedings are suspended. The court appoints an expert(s) to determine whether the defendant is competent.
- If the defendant is found incompetent to stand trial, a plan for the individual to gain competency is developed by Adult System of Care. For a defendant facing felony charges, this oftentimes requires placement in a State hospital.
- If the court orders placement in a State hospital, it routinely taking around 90 days from the date the placement order is made. From the time a doubt as to the defendant's competency is declared until placement in a State hospital is well beyond 90 days.
- The Sheriff has proposed a separate unit at the Santucci Jail for mentally ill inmates to include a Return to Competency section for those inmates not transferred to a State treatment facility.
- For the past two years, the Sheriff's Department, Probation Department, and Health and Human Services have worked to develop an improved protocol for care after an inmate is released.
- Placer County Sheriff's Office of Corrections Division Policy Manual includes
  - Intake/Booking
  - Classification of Inmates
  - Suicide Prevention
  - Developmentally Disabled/Mentally Disordered
  - Postpartum Psychosis

## Findings

The Grand Jury found:

- F1. More than half of Placer County jail inmates have mental health issues requiring specialized care.
- F2. The large number of mental health inmates negatively impacts staffing, budget resources and space allocation in Placer County jails.
- F3. Correctional staff is continuously trained in the signs and symptoms of mental illness.
- F4. AB 109 has created significant challenges to the system. County inmates now serve longer terms and have more critical and chronic medical and mental health issues.
- F5. If a defendant is considered incompetent to stand trial and criminal proceedings are suspended, they can be held at the jail for 90 days or more waiting for a bed at a State hospital.
- F6. The inclusion of a Return to Competency unit at the South Placer Jail would be more efficient in the timely treatment of mentally ill inmates.
- F7. Inmates with mental health diagnoses receive services as needed.
- F8. Drug use today has a more severe impact on the physical and mental health of inmates than in the past.

## Conclusion

The Placer County Sheriff's Department and the Department of Health and Human Services consider the health and welfare of inmates a top priority. Although there were many bidders, CFMG has been awarded the contract for the past 23 years and is considered to be competent. Sheriff's Department personnel continuously train to recognize the symptoms of mental illness. Despite the burdens placed on jail personnel, they work diligently to innovate and implement programs to help the inmates. When inmates are released, they're given treatment plans and prescriptions as needed. However, they are no longer under the supervision of the jail staff and may opt not to take the medications or take advantage of available resources.

## Recommendations

The Grand Jury recommends:

- R1.** Placer County expand the jail facility to include a dedicated mental health unit.
- R2.** Placer County develop a “Return to Competency” program.
- R3.** Continuing education for jail personnel in areas dealing with the mentally ill.

## Request for Responses

	<u>Recommendations Requiring Response</u>	<u>Response Due Date</u>
<b>Placer County Board of Supervisors</b> 175 Fulweiler Avenue Auburn, CA 95603	<b>R1, R2</b>	<b>September 30, 2017</b>
<b>Sheriff Devon Bell</b> Placer County Sheriff-Coroner-Marshal Dewitt Justice Center 2929 Richardson Drive Auburn, CA 95603	<b>R1, R2, R3</b>	<b>August 31, 2017</b>
<b>Mr. Jeff Brown</b> Director, Placer County Health & Human Services 3091 County Center Drive #290 Auburn, CA 95603	<b>R2, R3</b>	<b>August 31, 2017</b>

### Copies Sent to:

**California Forensic Medical Group**  
c/o Placer County Jail  
2929 Richardson Drive  
Auburn, CA 95603



## **PLACER COUNTY GRAND JURY**

# **Relocation of Severely Disabled and Special Needs Students**

**Kentucky Greens Campus**

## **Relocation of Severely Disabled and Special Needs Students Kentucky Greens Campus**

### **Summary**

Early in 2016 Placer County Office of Education (PCOE) announced the proposed sale of schools on the Kentucky Greens Campus in Newcastle, which are dedicated to special needs and severely disabled students, to the Newcastle Elementary School District (NESD). This would result in the removal and relocation of these students from the Secret Ravine, Onorato and Sierra Vista schools (all are located on the Kentucky Greens Campus) to various other venues in Placer County.

Parents of the disabled students were immediately concerned about where the 55 special needs students would attend school in the future. Some parents of these students were outraged, looking for ways to protect their severely disabled and often medically fragile students from being relocated to different schools in Placer County.

In response to community concerns, PCOE collaborated with these parents for several months to find a resolution suitable to all. The “Kentucky Greens Plan” changed frequently in attempts to accommodate the needs of the students as well as to address concerns of their parents.

The final plan to sell the property containing the three schools to NESD changed, with a 10-year leaseback of Onorato School added to the proposed contract. This would allow the students diagnosed with Severe Multiple Disabilities (SMD) to remain on the same property.

This proposed sale was contingent upon the Board of Education’s (BOE) vote to surplus the property.

The PCOE responded to feedback from the parents’ focus groups. The PCOE collaborated with the parents to develop a revised plan which satisfied their concerns and met the needs of the students.

The Grand Jury commends all parties involved for working together on behalf of the students.

### **Background**

PCOE provides programs designed to educate a wide variety of students with diverse needs, birth through adult. Secret Ravine School partners with schools throughout the County to serve students with varying disabilities from age three to 22.

Currently, 55 severely disabled and special needs students are enrolled at the Kentucky Greens campus. The special needs schools involved are Secret Ravine (24 students), Sierra Vista (17 students), and Onorato Education Center (14 students). The campus contains an adapted playground for students with physical impairments, along with a garden, gym and the facilities to work on daily living tasks.

In April 2016 PCOE proposed to the NESD a \$3.5 million deal to sell 22 acres along Kentucky Greens Way in Newcastle. The proposal included the sale of three schools, one administrative building, two maintenance buildings, as well as several playgrounds and open fields.

## Methodology

The Grand Jury

- conducted interviews with representatives of PCOE;
- conducted interviews with members of the NESD;
- reviewed information on the PCOE website regarding the “Kentucky Greens” plan;
- reviewed media coverage from a local news channel as well as articles from the Auburn Journal;
- reviewed BOE agendas/minutes, which provide the “Kentucky Greens” plan updates;
- reviewed internal surveys from PCOE;
- attended the PCOE board meeting regarding the plan.

## Attachments

- A. PCOE Kentucky Greens Transition Plan Presentation
- B. PCOE Memo re: Kentucky Greens Programs Relocation

## Facts

- Kentucky Greens campus includes three schools:
  - Secret Ravine School serves the Severe Multiple Disabilities and Behavior Intensive students, high school through age 22.

- Sierra Vista School serves the Emotionally Disturbed students, 4<sup>th</sup> grade through high school.
- Onorato Educational Center serves the Severe Multiple Disabilities students, ages three through 15.
- The Kentucky Greens campus needed extensive retrofitting to provide more appropriate and safe learning conditions for the special needs population who are currently attending. Retrofitting this property is estimated to be in excess of \$10,000,000.
- State funding is not available to build a new school dedicated to special needs students.
- In April 2016 PCOE proposed to the Board of Education that NESD purchase the 22 acres of property, which includes three school buildings, one administrative building, two maintenance buildings, as well as several playgrounds and open fields located at 645 Kentucky Greens Way, Newcastle (Placer County Assessor's Parcel Number 031-241-041).
- On October 5, 2016, parents received a letter informing them for the first time of the proposed sale.
- PCOE stated they were "blindsided" by the adverse reaction from the parents.
- Before the sale could be approved, the BOE would be required to deem the property as surplus real property. A public meeting was held on October 13<sup>th</sup>, 2016 to start the surplus process.
- October 24, 2016, CBS local news station KOVR aired interviews with some of the parents who were shocked to learn of the proposed school closures. Not having anticipated such reactions, PCOE then created an extensive plan of communication in order to keep families more closely informed. Weekly emails, surveys, focus groups, personal phone calls and site visits at potential new school locations were implemented. Parents were encouraged to participate in open meetings and to provide feedback.
- On October 28, 2016, surveys were sent to all affected parents. PCOE received 16 survey responses, all replying "yes" to attend a future focus group in facility planning.
  - PCOE surveys received from parents showed concern for the safety of their children, losing the trained staff and mainstreaming the students.
  - These surveys also reflected further concern from the parents for not having prior input on the proposed sale.
- The proposal for terms and conditions of the sale of the Kentucky Greens Property was approved by the BOE and the board of NESD on November 7, 2016 in closed meetings.
- PCOE proposed relocating Secret Ravine's existing special education programs to South Placer County. The SMD students will remain on the same campus at Onorato

Educational Center, which meets the needs of the 55 students now attending the three schools. The relocation is scheduled to take effect June 19, 2017.

- California Education Code Section 1042 provides for a County Board of Education to acquire, lease, lease-purchase, hold and convey real property.
- The PCOE Bylaws (BP3280) provide for the conveyance of property to another public entity, such as a school district, thus allowing utilization of facilities and resources in the most economical, practical and beneficial manner.
- At the February 2017 PCOE board meeting, the Board of Education unanimously approved the Kentucky Greens Property as surplus.
- At the same board meeting, PCOE reviewed the final recommendation for the relocation of the special needs program located on the Kentucky Greens property. The proposed plan will include
  - relocating the Behavior Intensive Program to the Chana High School campus, located in Placer Union School District;
  - relocating the Emotional Disturbance Program to Olive Ranch School, located in the Eureka Union School District;
  - keeping the Severe Multiple Disabilities Program on the Kentucky Greens campus in the Onorato Educational Center. This compromise from the original plan was accomplished through a 10-year lease with Newcastle Elementary School District.
- PCOE held a public hearing in March 2017 on the proposed sale of real property to obtain input regarding its intention to sell the real property to NESD.
- The sale of the Kentucky Greens property was approved by the BOE in April of 2017.
- The 2017-2018 school year, PCOE is projecting 25 SMD students will be at Onorato Education Center which will still be located at the Kentucky Greens location.
- The educational program and services for the students will not change. The students will continue to receive a Free and Appropriate Public Education as outlined in the Individual Education Plan.

## **Findings:**

The Grand Jury found:

- F1. Upon learning of the proposed sale, parents of special needs students became concerned their children would be relocated or mainstreamed into different

schools in South Placer County without consideration of their disabilities, some of which are life-threatening.

- F2. In November 2016, based on some of the parents' objections, PCOE modified their sale proposal to include a 10-year leaseback of Onorato Education Center to keep the SMD students on the same campus.
- F3. PCOE became very proactive and accommodating in their communication to the public, especially after the parents' response to their initial announcement. Weekly communications through emails and phone calls to parents, staff meetings, parent focus groups and BOE meetings brought many positive changes to the initial plan.
- F4. After reviewing the final recommendations, the Board of Education, Placer County Office of Education, Newcastle Elementary School District and the parents of special needs students all complimented each other for partnering together, listening, advocating and participating in a decision to positively benefit all of the 55 students affected by this change of location.

## **Conclusion**

The Grand Jury commends the Placer County Office of Education administration. PCOE has been proactive in gathering information from parents and teachers as well as making site visits to improve the future conditions of the 55 students in the special needs program in Placer County. With the decision to move forward with the sale of the Kentucky Greens property, the extensive plan will benefit all parties involved and provide long-term special needs education in updated facilities.

The Grand Jury commends the Board of Education and the Placer County Office of Education for their collaborative work.

## **Recommendations**

The Grand Jury makes no recommendations.

**Request for Responses:**

	<u>Recommendations Requiring Response</u>	<u>Response Due Date</u>
<b>No Responses Required</b>	--	--

**Copies Sent to:**


**Ms. Gayle Garbolino-Mojica**  
Superintendent of Schools, Placer  
County  
360 Nevada Street  
Auburn CA 95603

**Ms. Denny Rush**  
Newcastle School District,  
Superintendent, Newcastle School  
District  
450 Main Street  
P.O. Box 1028  
Newcastle CA 95658

# Attachment A: PCOE Kentucky Greens Transition Plan Presentation

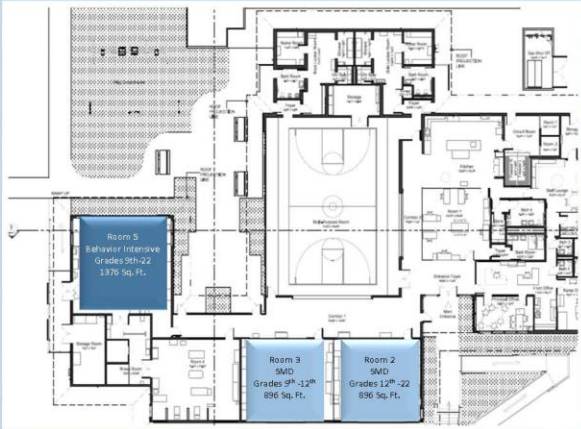
2/6/2017

**Kentucky Greens**  
Transition Plan  
Placer County Board of Education  
Regular Meeting  
February 9, 2017




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**Secret Ravine School**



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## Sierra Vista School



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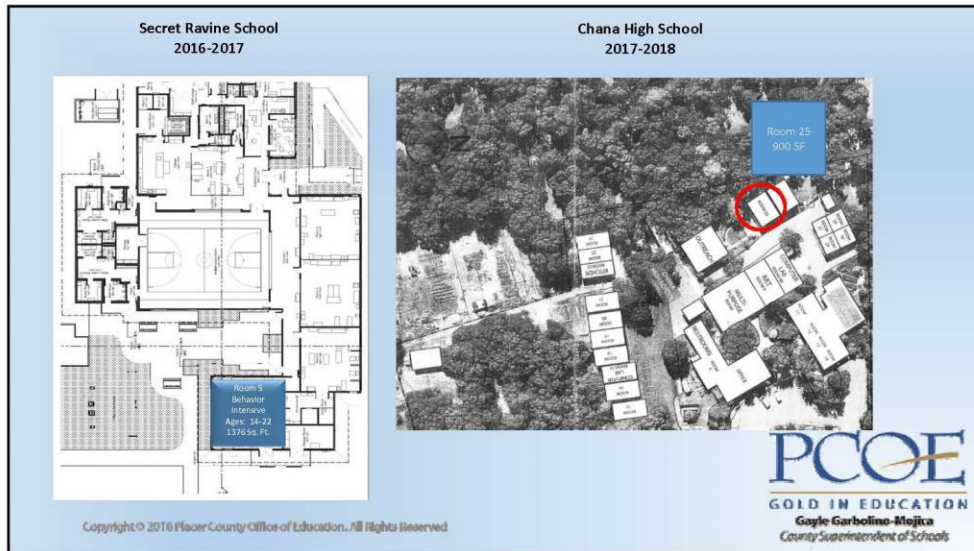


## Phase 1 Behavior Intensive Program February - June, 2017

- Parent notification through Prior Written Notice - February, 2017
- Conduct any regularly scheduled Annual or Triennial IEPs and parent requested IEPs, February-May, 2017
- Staff visits to be completed by February 24, 2017
- Notify transportation of change in location by February 28, 2017
- Community Based Instruction (CBI) outings with students to familiarize with campus by March 31, 2017
- Depending on IEP outcomes, parent visits scheduled as needed or per request
- Address items identified in Facility Inspection Tool and coordinate work with site administration and district to modify room for changing table and install safety glass in room 25 by May 12, 2017
- Set up classroom with equipment and instructional materials by June 9, 2017
- Start ESY session at Chana High School on June 19, 2017

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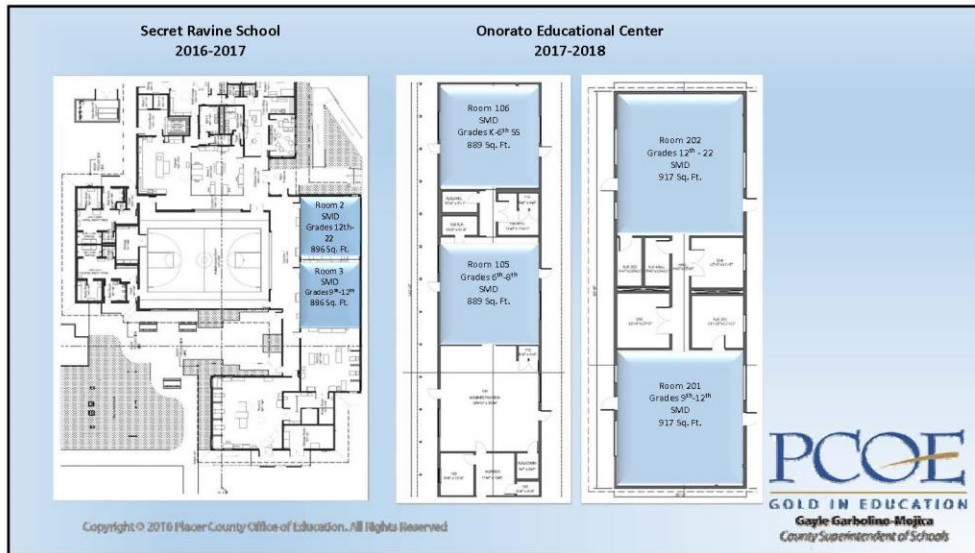


### Phase 1, Continued Severe Multiple Disabilities February – June, 2017

- Parent notification through Prior Written Notice - February, 2017
- Conduct any regularly scheduled Annual or Triennial IEPs and parent requested IEPs, February-May, 2017
- Staff visits to be completed by April 28, 2017, to plan for equipment storage
- Depending on IEP outcomes, parent visits scheduled as needed or per request
- Redesign room 104 to accommodate storage of student equipment by May 31, 2017
- Relocate classroom equipment and supplies currently in 201 to 105 by June 9, 2017
- Relocate classroom equipment and supplies from rooms 2 & 3 at Secret Ravine to rooms 201 and 202 at OEC by June 9, 2017
- Move all student equipment from Secret Ravine to OEC by June 9, 2017
- Start ESY session at OEC on June 19, 2017

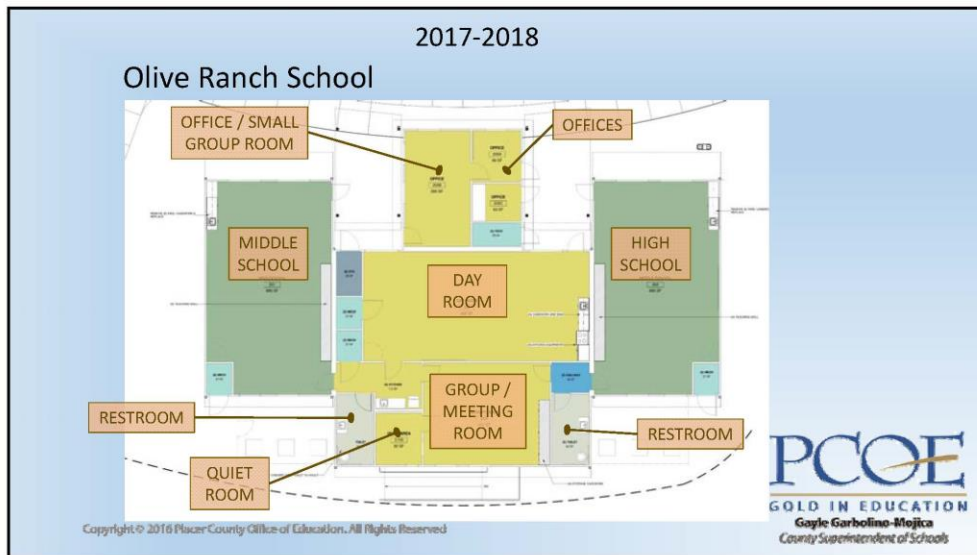
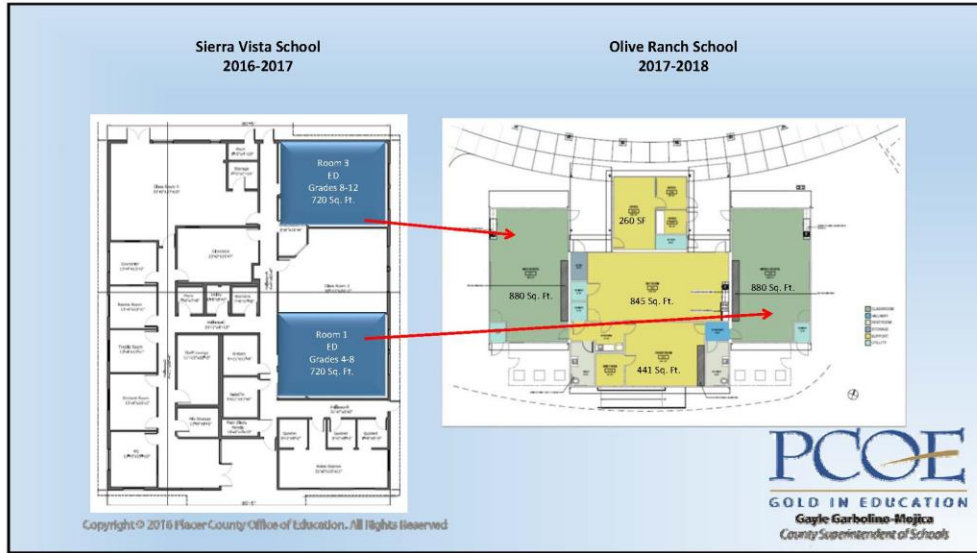


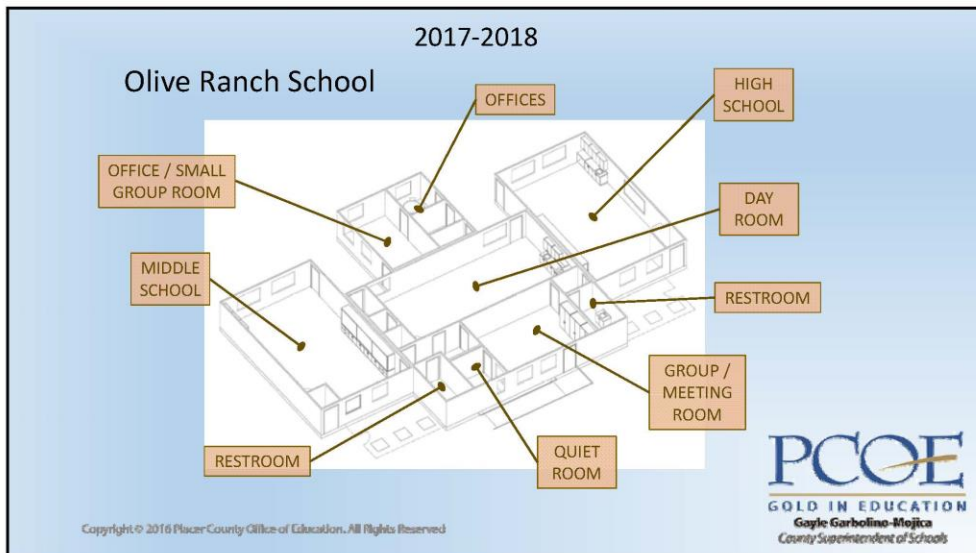
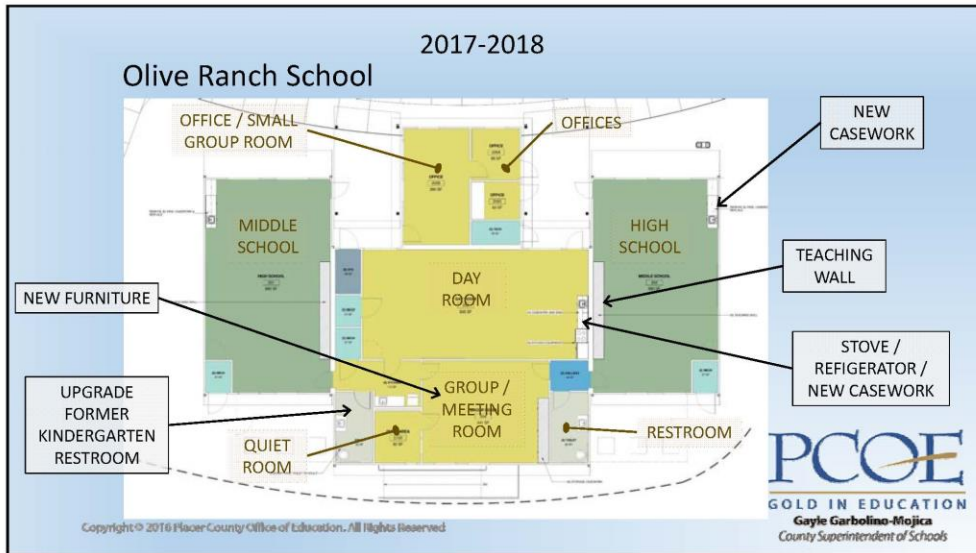
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## Phase 2 Emotional Disturbance Program February - August, 2017

- Parent notification through Prior Written Notice - February, 2017
- Conduct any regularly scheduled Annual or Triennial IEPs and parent requested IEPs, February-May, 2017
- Notify transportation of change in location by February 28, 2017
- Student and staff visits to Olive Ranch scheduled by March, 24, 2017
- Depending on IEP outcomes, parent visits scheduled as needed or per request
- Construction - June-August, 2017
- Relocate classrooms after completion of construction
- School starts August 10, 2017 (depending on district calendar adoption)





Questions?



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## Attachment B: PCOE Memo re: Kentucky Greens Programs Relocation



**Placer County Office of Education**  
360 Nevada Street, Auburn, CA 95603  
(530) 889-8020 • Fax (530) 745-1405 • [www.placercoe.k12.ca.us](http://www.placercoe.k12.ca.us)

Gayle Garbolino-Mojica, County Superintendent of Schools

### Memorandum

Date: **February 2, 2017**  
To: **Superintendent Garbolino-Mojica**  
From: **Phillip J. Williams, Deputy Superintendent, Educational Services**  
RE: **Kentucky Greens Programs Relocation**

---

Contained in this memo is the plan to relocate the following programs from the Secret Ravine and Sierra Vista buildings located at the Kentucky Greens Campus.

**Secret Ravine:**

Behavior Intensive Program (BI)	9 <sup>th</sup> – age 22	(8 students)
Severe Multiple Disabilities (SMD)	9 <sup>th</sup> – 12 <sup>th</sup>	(6 students)
	12 <sup>th</sup> – age 22	(8 students)

**Sierra Vista:**

Emotional Disturbance Program (ED)	6 <sup>th</sup> – 8 <sup>th</sup>	(8 students)
	9 <sup>th</sup> – 12 <sup>th</sup>	(9 students)

**Onorato Educational Center:**

Severe Multiple Disabilities	K – 6 <sup>th</sup>	(7 students)
	6 <sup>th</sup> – 8 <sup>th</sup>	(7 students)

### Communication Timeline

- **October 4, 2016** – Email to staff about proposed sale of Kentucky Greens;
- **October 5, 2016** – Parents received written notification of proposed sale;
- **October 11, 2016** – Parents of students in the SMD program received phone calls;
- **October 13, 2016** – A public meeting was held at the regularly scheduled Board of Education Meeting (BOE) to discuss the surplus of real property;
- **October 27, 2016** – Parent surveys were posted electronically;
- **October 28, 2016** – Parent surveys were sent home with students;
- **October 29, 2016** – A Frequently Asked Questions (FAQ) page was posted on the PCOE home page to address concerns from parents and community members;
- **October 31, 2016** – Notification to parents about FAQ;
- **November 1, 2016** – A staff meeting was held to share information from the BOE meeting and to answer any questions;
- **November 4, 2016** – Parent notification about upcoming November BOE meeting;

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- **November 9, 2016** – Parent Notification about 2<sup>nd</sup> window for parent survey and upcoming focus groups;
- **November 10, 2016** – Staff shared with BOE proposed sites and plan for relocation;
- **November 15, 2016** – Summary of parent survey results were shared with parents during SMD focus group meeting;
- **November 18, 2016** – Parent notification of actions and reminder of BOE meetings and additional BOE site visit;
- **November 21, 2016** – Parent notification of Focus group meeting;
- **November 28, 2016** – BOE site visit and survey results shared with teaching staff;
- **November 29, 2016** - Summary of parent survey results were shared with parents during second SMD focus group meeting;
- **December 1, 2016** – Parent focus group meeting scheduled for ED and BI, no attendees;
- **December 2, 2016** – Parent notification of site visits and that no action will be taken at December 8 BOE meeting;
- **December 8, 2016** – Parent survey results shared with BOE;
- **December 9, 2016** – Parent notification of visit to Meadow Vista location with staff and architects;
- **December 16, 2016** – Parent notification that updates will be suspended during winter break;
- **January 11, 2017** – Parent notification of regularly scheduled BOE meeting, January 12, 2017;
- **January 12, 2017** – Staff shared Kentucky Greens update at BOE meeting;
- **January 20, 2017** – Parent notification about January BOE meeting and that more concrete plans will be available soon;
- **January 26, 2017** – Parent notification of concrete transition plans to be available at regularly scheduled BOE meeting on February 9, 2017 and plans can be viewed when agenda posts February 3, 2017.

### Options Explored

In order to determine an appropriate location for each of the programs described in this memo, PCOE administration visited the following campuses:

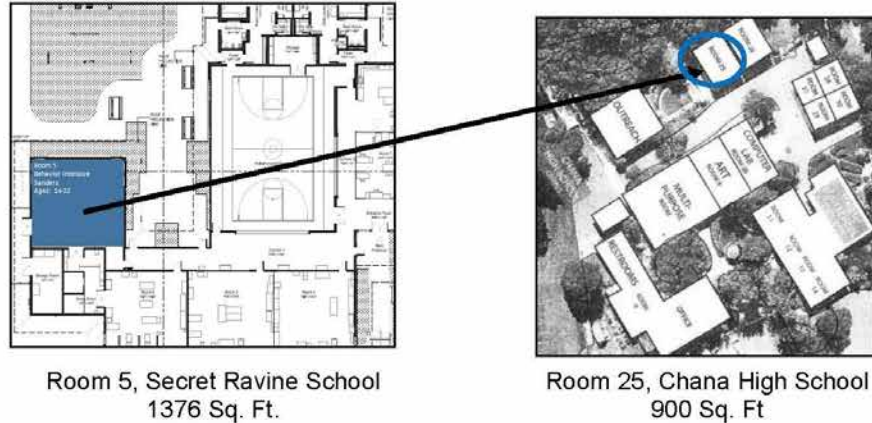
- **November 3, 2016** - Auburn Elementary School in the Auburn Union School District as a possible option for the SMD program;
- **November 8, 2016** –PCOE's Career Technical Education building in Auburn as a possible option for SMD and BI programs;
- **November 16 & 28, 2016** – Olive Ranch School in the Eureka Union School District, as a possible option for the ED and SMD programs;
- **December 6, 2016** - Placer Hills Elementary School in the Placer Hills Union Elementary School District as a possible option for the SMD programs;
- **December 15, 2016, January 20 & 24, 2017** - Chana High School in the Placer Union High School District as a possible option for the BI program.

## **Recommendations**

### ***Behavior Intensive Program***

The Behavior Intensive program, currently located in room 5 in the Secret Ravine building, will be relocated to room 25 on the Chana High School Campus within the Placer Union High School District (Diagram 1). The high school campus currently serves the Placer Union High School District (PUHSD) Maidu Independent Study Program and the Chana High School Continuation Program.

Diagram 1 (*image not to scale*)



An initial site visit with PUHSD administration and PCOE administration was conducted on December 15, 2016 to view available rooms. Additional site visits were made on January 20, 2017, with the PCOE BI Program Coordinator and the PCOE Coordinator of Facilities, Planning and Construction; and January 24, 2017 with program staff. A parent meeting was held on December 1, 2016, however no parents attended.

The PCOE Coordinator of Facilities, Planning and Construction completed a Facility Inspection Tool with the Program Coordinator and found no areas of concern related to accessibility, buildings, classrooms, or restroom facilities (Attachment 1). However, 2 areas of concern noted during the visit were the classroom windows in room 25 are not protected with a safety material such as Plexiglas and the campus restrooms were not able to accommodate a changing table (currently utilized for one student). Site administration identified a room inside the multi-purpose room near the restrooms which can accommodate a changing table. These potential safety concerns and accommodations will be remediated before the transition.

Room 25 at Chana is 475 square feet smaller than room 5 at Secret Ravine, however, after site visits with program administration and the teacher, the reduction in square footage does not impact the program or any specific needs identified in IEPs.

The Chana High School campus will allow access to typical peers, continued access to a multi-purpose room, extra space outside for students exhibiting excess behaviors, and a large horticulture space to support and enhance similar activities available at Secret Ravine.

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### **Transition Plan**

The transition from Secret Ravine School to Chana High School will offer a less restrictive setting than the previous location allowing access to typical peers when appropriate.

Prior Written Notices (PWN) with change of location information will be sent to all parents/guardians and adult students. If requested, IEP meetings will be scheduled starting in February to support the transition of students to the new campus. Parents/guardians, students and staff will become familiar with the campus with the following activities:

- All staff will visit the location by February 24, 2017;
- Community Based Instruction (CBI) outings by March 31, 2017;
- Parent visits will be scheduled for March 14, 2017, with individual visits scheduled for parents not able to attend or when determined by the IEP team.

The program relocation is scheduled to take effect June 19, 2017 for the 2016-2017 Extended School Year (ESY). This timing will support the transition of the students as the campus will have fewer students on site and shorter school days. This transition will assist students with becoming familiar with navigating the campus before the beginning of the 2017-2018 school year.

The current special education teacher is anticipated to be the same for ESY and the 2017-2018 school year. The PCOE will make every effort to have the same instructional assistants for ESY and currently plans to assign the same instructional assistants for the 2017-2018 school year to the classroom.

Additional behavior specialist support will be provided for the first 2 weeks of ESY and the first 2 weeks of the 2017-2018 school year to support the transition. This duration can be extended if needed to support the students during the transition.

### Severe Multiple Disabilities Program

The SMD classes, currently in rooms 2 and 3 located in the Secret Ravine building, will be relocated to rooms 201 and 202 at the Onorato Educational Center (OEC) building. The 9<sup>th</sup> - 12<sup>th</sup> grades will be relocated to room 201 and the 12<sup>th</sup> – age 22 grades will be located in room 202 (Diagram 2). OEC currently serves only K-8 SMD students, which means this relocation will not change the level of restrictiveness for the students currently placed at Secret Ravine.

Diagram 2 (image not to scale)



Secret Ravine School  
Rooms 2 & 3  
896 Sq. Ft. each



Onorato Educational Center  
Rooms 105 & 106, 889 Sq. Ft. each  
Rooms 201 & 202, 917 Sq. Ft. each

A staff meeting was held on November 30, 2016, at OEC and parent focus group meetings were held on November 15, 2016 and November 29, 2016, also at OEC. At those meetings a list of concerns and recommendations from parent and staff surveys were shared and discussed. One recommendation shared by staff and parents during the information gathering period was to continue the program for all SMD students located on the Kentucky Greens Campus in the OEC building and not moving the SMD classrooms again in a few years. A 10 year lease has been agreed to between PCOE and Newcastle Elementary School District with an option to extend.

The PCOE Coordinator of Facilities, Planning and Construction completed a Facility Inspection Tool with the Program Coordinator and found no areas of concern related to accessibility, buildings, classrooms, or restroom facilities (Attachment 2).

The staff currently supporting the Secret Ravine classrooms are very familiar with the OEC site and classrooms and visits will be facilitated by the program coordinator to support the arrangement of classrooms and equipment storage.

### Transition Plan

The program relocation is scheduled to take effect June 19, 2017, for the 2016-2017 ESY session as enrollment and attendance has been historically lower than during the academic year. This timeframe will allow PCOE to transition equipment and materials to support the students starting the 2017-2018 school year at OEC.

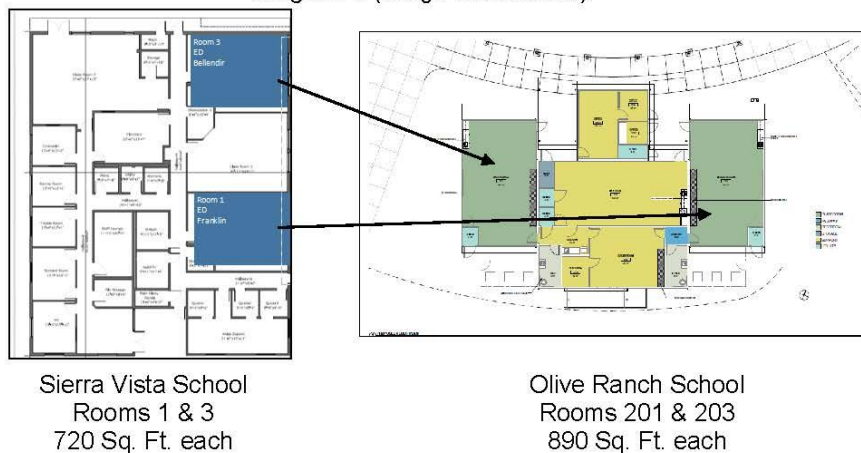
The current special education teachers are anticipated to be the same for the ESY session and the 2017-2018 school year (except for a planned retirement). Instructional assistants are also projected to be the same depending on 2017-2018 OEC enrollment. Special education administration will make every effort to assign the same instructional assistants for the ESY session. In addition, the same program administrator, school secretary, and a school nurse will be located at OEC. Room 104 will be redesigned to accommodate additional equipment.

Prior Written Notices (PWN) with change of location information will be sent to all parents/guardians and adult students. If requested, IEP meetings will be scheduled starting in February to support the transition of students to the new campus. Additional parent visits will be scheduled for parents not able to attend previously or when determined by the IEP team.

### **Emotional Disturbance Program**

The ED classes currently located in rooms 1 and 3 at Sierra Vista will be relocated to rooms 201 and 203 at Olive Ranch School in the Eureka Union Elementary School District. The 4<sup>th</sup> – 8<sup>th</sup> grades will be located in room 201 and the 9<sup>th</sup> – 12<sup>th</sup> grades will be located in room 203. Room 202 will be utilized as the program recreation room for group therapy sessions and other recreation activities and room C105 will be adapted to support students needing additional space away from the instructional setting (See Diagram 3).

Diagram 3 (*image not to scale*)



Parent visits were held at Olive Ranch School on November 16, 2016 and November 28, 2016, and a parent focus group was held on December 1, 2016, however, no parents attended. Program staff completed a walk through on November 28, 2016, and provided feedback for how the classrooms should be configured to accommodate student and staff use.

The PCOE Coordinator of Facilities, Planning and Construction completed a Facility Inspection Tool with the Program Coordinator and found no areas of concern related to accessibility, buildings, classrooms, or restroom facilities (Attachment 3). The building

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containing rooms 201 and 202 will be remodeled to accommodate school age students, which will include, but is not limited to, cabinets, teaching walls and interior restrooms (see Attachment 4). The ED Program will continue to have access to a multi-purpose room, a large outside court area, and a field.

### **Transition Plan**

The program relocation is scheduled to take effect August 9th, 2017, for the 2017-2018 school year. The ED program will remain at the Sierra Vista site for the 2016-2017 ESY session.

Prior Written Notices (PWN) with change of location information will be sent to all parents/guardians and adult students. If requested, IEP meetings will be scheduled starting in February to support the transition of students to the new campus. Parents/guardians, students and staff will become familiar with the campus after visits scheduled by March 24, 2017. Additional individual parent visits will be scheduled if parents were not able to attend any of the previously scheduled meetings. The current special education teachers and instructional aides are anticipated to be the same for the 2017-2018 school year. The school social worker and behavior specialist are projected to be the same and will be located in the building at Olive Ranch School. The same program coordinator will be located on the campus in the administration building.

### **Summary**

In summary, the SMD classrooms at Secret Ravine will be relocated to the Onorato Educational Center for the 2016-2017 ESY session and subsequent 2017-2018 school year and beyond with a 10 year lease; the BI classroom will be relocated to Chana High School campus for the 2016-2017 ESY session and subsequent 2017-2018 school year; and the ED program will be relocated to Olive Ranch School for the 2017-2018 school year.

**ATTACHMENT 1 - FIT REPORT - CHANA HIGH SCHOOL**

Chana High School

**GENERAL INFORMATION**

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(i), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

**USER INSTRUCTIONS**

The FIT is comprised of three parts as follows:

**Part I, Good Repair Standard** outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

**Part II, Evaluation Detail** is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

<b>✓</b>	<b>No Deficiency - Good Repair:</b> Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
<b>D</b>	<b>Deficiency:</b> Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
<b>X</b>	<b>Extreme Deficiency:</b> Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
<b>NA</b>	<b>Not Applicable:</b> If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

ATTACHMENT 1 - FIT REPORT - CHANA HIGH SCHOOL

Chana High School

Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas: right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**:

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

\*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

Chana High School

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Overall Cleanliness

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

Pest/Vermin Infestation

Pest or vermin infestation are not evident.

Examples include but are not limited to the following:

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

Electrical (Interior and Exterior)

- 1. There is no evidence that any portion of the school has a power failure. (X)
- 2. Electrical systems, components, and equipment appear to be working properly. Examples include but are not limited to the following:

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other
- 3. Lighting appears to be adequate and working properly, including exterior lights. Examples include but are not limited to the following:

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

Gas Leaks

Gas systems and pipes appear safe, functional, and free of leaks. Examples include but are not limited to the following:

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

Mechanical Systems

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

Sewer

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

ATTACHMENT 1 - FIT REPORT - CHANA HIGH SCHOOL

Chana High School

**Restrooms**

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

**Sinks/Fountains (Inside and Outside)**

Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

**Fire Safety**

The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

**Hazardous Materials (Interior and Exterior)**

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

**Structural Damage**

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

**Roofs (observed from the ground, inside/outside the building)**

Roof systems appear to be functioning properly. Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

**Playground/School Grounds**

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

**Windows/Doors/Gates/Fences (Interior and exterior)**

Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

ATTACHMENT 1 - FIT REPORT - CHANA HIGH SCHOOL

STATE OF CALIFORNIA  
FACILITY INSPECTION TOOL  
SCHOOL FACILITY CONDITIONS EVALUATION  
(REV 09/09)

Chana High School

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 5 of 6

PART II: EVALUATION DETAIL		School Name: Chana High School														
		Date of Inspection: 01/20/17														
CATEGORY	AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS LEAKS	MECHANICAL	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	TRASH/POINTIAMS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WALKWAYS/ DOORS/ GATES/STAIRS
	Classroom 25	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:															
	Classroom 26	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:															
	COMMENTS:															
	COMMENTS:															
	COMMENTS:															
	COMMENTS:															
	COMMENTS:															
	COMMENTS:															
	COMMENTS:															

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable  
Use additional Area Lines as necessary.

ATTACHMENT 1 - FIT REPORT - CHANA HIGH SCHOOL

STATE OF CALIFORNIA  
FACILITY INSPECTION TOOL(FIT)  
SCHOOL FACILITY CONDITIONS EVALUATION  
(REV 05/09)

Chana High School

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 6 of 6

SCHOOL DISTRICT/COUNTY/OFFICE OF EDUCATION  
Placer County Office of Education

SCHOOL SITE  
Chana High School

COUNTY  
Placer

SCHOOL TYPE (GRADE LEVELS)  
(9-12)

NUMBER OF CLASSROOMS ON SITE  
2

INSPECTOR'S TITLE  
Coordinator, MOT, Facilities & Construction

INSPECTOR'S NAME  
Matt Shawyer

NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)

DATE OF INSPECTION  
3:00 P.M.

WEATHER CONDITION AT TIME OF INSPECTION  
Rainy

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	A. SYSTEMS			B. INTERIOR		C. CLEANLINESS		D. ELECTRICAL		E. RESTROOMS/DORMS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
	WALLS/CEILING	METHPAC	SEWER	FLOORING SURFACES	GENERAL CLEANLINESS	RESTROOM VENTILATION	ELECTRICAL	RESTROOMS	SHOWERS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDSHIELDS/OUTLETTAGES		
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Percent of Systems in Good Repair Number of "Y"s, divided by (Total Areas - "N/A's")*	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Total Percent per Category (average of above)	100.00%			100.00%		100.00%		100.00%		100.00%		100.00%		100.00%		100.00%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%	GOOD			GOOD		GOOD		GOOD		GOOD		GOOD		GOOD		GOOD	

\*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE → 100.00% SCHOOL RATING → EXEMPLARY

\*\*For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:  
Classrooms are in good condition.

ATTACHMENT 2 - FIT REPORT - ONORATO EDUCATIONAL CENTER

Onorato Educational Center

RATING SCALE				
None Evident	Very Poor	Poor	Good	Like New
0	1	2	3	4
				5

SCHOOL FACILITY CONDITIONS EVALUATION

Date of Inspection: January 31, 2017 Name of School: Onorato Educational Center (SMO School)

EVALUATION DETAIL

Building / Area	Name of School: Onorato Educational Center (SMO School)															
	Section 1 SINKS	Section 2 MECHANICAL	Section 3 HVAC/COOLING SPLIT/STOVE	Section 4 INTERIOR SURFACES	Section 5 EXTERIOR SURFACES	Section 6 HARDWARE MATERIALS	Section 7 STRUCTURAL DAMAGE	Section 8 FIRE SAFETY	Section 9 ELECTRICAL	Section 10 RESTROOM VENTILATION	Section 11 DRINKING FONTAINS	Section 12 PESTICIDES	Section 13 SIBLS	Section 14 FLOOR	Section 15 PLUMBING/ SCHOOL BOUND	Section 16 GENERAL CLEANLINESS
Administration 101	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	5
Principal 102	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	5
Classroom 104	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
Classroom 106	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
Classroom 106	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
Hall 107	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
MTU 108	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
Restroom 109	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
Restroom 110	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
Restroom 111	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	4
Mech 112	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	5
Mech 113	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	5
Mech 114	0	5	5	5	0	0	0	5	5	0	0	0	0	5	0	5
Building 1 Exterior	0	0	5	0	3	0	0	5	5	0	5	0	0	5	0	5
Asphalt Parking Area	0	5	5	5	5	0	0	5	5	0	0	0	0	5	5	5
Building 1 Grounds	0	0	5	0	0	0	0	5	5	0	0	0	0	5	0	4

ATTACHMENT 2 - FIT REPORT - ONORATO EDUCATIONAL CENTER

Onorato Educational Center

	SECTION 1 WAS LEAK	SECTION 2 MECHANICAL SUPPORTS	SECTION 3 DOORS SILL/THRESHOLD	SECTION 4 WALLS PARTIAL FINISHES	SECTION 5 ROOF FLASHINGS	SECTION 6 MECHANICAL ELECTRICAL	SECTION 7 STRUCTURAL MEMBERS	SECTION 8 FIRE SAFETY	SECTION 9 ELECTRICAL MECHANICAL	SECTION 10 MECHANICAL FINISHES	SECTION 11 MECHANICAL FINISHES	SECTION 12 REFLECTOR REFLECTOR	SECTION 13 NEWER NEWER	SECTION 14 ROOF ROOF	SECTION 15 MECHANICAL FINISHES	SECTION 16 GENERAL FINISHES
<b>Building 2 Area</b>																
Classroom 201	0	5	5	5	5	5	0	5	5	0	0	0	0	5	0	4
Comment: Excess Clutter																
Classroom 202	0	5	5	5	5	5	0	5	5	0	0	0	0	5	0	4
Comment: Excess Clutter																
Hall 203	0	5	5	5	5	5	0	5	5	0	0	0	0	5	0	4
Comment: Excess Clutter																
MTU 204	0	5	5	5	5	5	0	5	5	0	0	0	0	5	0	4
Comment: Excess Clutter																
MTU 205	0	5	5	5	5	5	0	5	5	0	0	0	0	5	0	4
Comment: Excess Clutter																
Restroom 206	0	5	5	5	5	5	0	5	5	0	0	5	5	5	0	4
Comment: Excess Clutter																
Restroom 207	0	5	5	5	5	5	0	5	5	0	0	5	5	5	0	4
Comment: Excess Clutter																
Restroom 208	0	5	5	5	5	5	0	5	5	0	0	5	5	5	0	4
Comment: Excess Clutter																
Mech 209	0	5	5	5	5	5	0	5	5	0	0	0	0	5	0	5
Comment: Excess Clutter																
Mech 210	0	5	5	5	5	5	0	5	5	0	0	0	0	5	0	5
Comment: Excess Clutter																
Gravel Parking Area	0	5	5	5	5	5	0	5	5	0	0	0	0	0	0	5
Comment: Excess Clutter																
Play Area	0	5	5	5	5	5	0	5	5	0	0	0	0	0	0	5
Comment: Excess Clutter																
Building 2 Exterior	0	0	5	0	3	0	0	5	5	0	0	0	0	5	0	5
Comment: Excess Clutter																
Building 2 Grounds	0	0	5	0	0	0	0	5	5	0	0	0	5	0	5	5
Comment: Excess Clutter																

**ATTACHMENT 3 - FIT REPORT - OLIVE RANCH SCHOOL**

Olive Ranch School

**GENERAL INFORMATION**

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(i), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

**USER INSTRUCTIONS**

The FIT is comprised of three parts as follows:

**Part I, Good Repair Standard** outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

**Part II, Evaluation Detail** is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

✓	<b>No Deficiency - Good Repair:</b> Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	<b>Deficiency:</b> Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	<b>Extreme Deficiency:</b> Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	<b>Not Applicable:</b> If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

ATTACHMENT 3 - FIT REPORT - OLIVE RANCH SCHOOL

Olive Ranch School

Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas: right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**:

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

\*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

ATTACHMENT 3 - FIT REPORT - OLIVE RANCH SCHOOL

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

**Gas Leaks**

Gas systems and pipes appear safe, functional, and free of leaks. Examples include but are not limited to the following:

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

**Mechanical Systems**

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

**Sewer**

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

**Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)**

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

**Overall Cleanliness**

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

**Pest/Vermin Infestation**

Pest or vermin infestation are not evident.

Examples include but are not limited to the following:

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

**Electrical (Interior and Exterior)**

1. There is no evidence that any portion of the school has a power failure. (X)

2. Electrical systems, components, and equipment appear to be working properly. Examples include but are not limited to the following:

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other

3. Lighting appears to be adequate and working properly, including exterior lights. Examples include but are not limited to the following:

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

ATTACHMENT 3 - FIT REPORT - OLIVE RANCH SCHOOL

Olive Ranch School

**Restrooms**

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

**Sinks/Fountains (Inside and Outside)**

Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

**Fire Safety**

The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

**Hazardous Materials (Interior and Exterior)**

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

**Structural Damage**

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

**Roofs (observed from the ground, inside/outside the building)**

Roof systems appear to be functioning properly. Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

**Playground/School Grounds**

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

**Windows/Doors/Gates/Fences (Interior and exterior)**

Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

**ATTACHMENT 3 - FIT REPORT - OLIVE RANCH SCHOOL**

STATE OF CALIFORNIA FACILITY INSPECTION TOOL SCHOOL FACILITY CONDITIONS EVALUATION (REV 09/09)		STATE ALLOCATION BOARD OFFICE OF PUBLIC SCHOOL CONSTRUCTION													
PART II: EVALUATION DETAIL		Page 5 of 6													
Olive Ranch School		School Name: Olive Ranch													
Date of Inspection: 11/18/16															
CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AREA	GAS LEAKS	MECHANICAL	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYERS/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/ENCES
201	NA	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:														
202	NA	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
203	NA	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:														
204	NA	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:														
205A	NA	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
205B	NA	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:														
Observation Room 1	NA	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:														
Observation Room 2	NA	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	✓
	COMMENTS:														
Kitchen	NA	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
RR	NA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
RR	NA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														
Playground	NA	NA	✓	✓	✓	✓	NA	NA	NA	✓	✓	NA	NA	D	NA
	COMMENTS:														

Engineered Wood Fiber Level Too Low. Swingset Missing Swing.

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable  
Use additional Area Lines as necessary.

**ATTACHMENT 3 - FIT REPORT - OLIVE RANCH SCHOOL**

STATE OF CALIFORNIA  
FACILITY INSPECTION TOOL (FIT)  
SCHOOL FACILITY CONDITIONS EVALUATION  
(REV 05/09)

Olive Ranch School

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 6 of 6

SCHOOL DISTRICT/COUNTY/OFFICE OF EDUCATION  
Placer County Office of Education

SCHOOL SITE  
Placer

NUMBER OF CLASSROOMS ON SITE  
12

INSPECTOR'S TITLE  
Coordinator, MOT, Facilities & Construction

INSPECTOR'S NAME  
Matt Shawyer

NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)  
N/A

DATE OF INSPECTION  
November 18, 2016 2:30 P.M.'s

WEATHER CONDITION AT TIME OF INSPECTION  
Sunny

**PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)**

TOTAL NUMBER OF AREAS EVALUATED	A. SYSTEMS			B. INTERIOR		C. CLEANLINESS		D. ELECTRICAL		E. RESTROOMS/OUTFITS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL		
	WALLS/CEILING	METHPAC	SEWER	FLOORING SURFACES	GENERAL CLEANLINESS	RESTROOM VENTILATION	ELECTRICAL	RESTROOMS	SPRAY FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDSHIELDS	DATE DEFICIENCIES		
12	0	11	12	12	12	12	11	2	5	12	12	11	11	11	11	11	11	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	12	1	0	0	0	0	1	10	7	0	0	1	1	0	0	0	1	
Percent of Systems in Good Repair	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
Number of "Y"s, divided by (Total Areas - "N/A"s)*	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
Total Percent per Category (average of above)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	95.84%	
Rank (Circle one)	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD	GOOD
GOOD = 90%-100%																		
FAIR = 75%-89.99%																		
POOR = 0%-74.99%																		

\*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE → 99.48% SCHOOL RATING → EXEMPLARY

\*\*For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

**COMMENTS AND RATING EXPLANATION:**  
Olive Ranch Building C1 is in excellent condition and meets safety criteria with exception of the playground, which needs engineered wood fiber and swing replacement.

ATTACHMENT 4 - OLIVE RANCH SCHOOL





## **PLACER COUNTY GRAND JURY**

# **Roseville Police Code Enforcement**

## **Improperly Parked or Abandoned Vehicles**

## **Roseville Police Code Enforcement Improperly Parked or Abandoned Vehicles**

### **Summary**

The Placer County Grand Jury undertook an investigation into the Roseville Police Department's (RPD) response to citizen complaints regarding improperly parked or abandoned vehicles on Roseville city streets.

The RPD Abandoned Vehicle Program does not typically involve sworn peace officers. This function is carried out primarily by Community Service Officers (CSO) and police cadets. As the result of the interviews and examination of documentation, the Grand Jury determined the RPD was able to record, process and resolve abandoned vehicle complaints in a timely manner. Over 90% of calls were settled without a vehicle being cited or towed.

The Grand Jury concluded that the Roseville Municipal Code pertaining to abandoned vehicles is being administered by the RPD in a competent and professional manner.

### **Background**

The Grand Jury reviewed the RPD's reporting, processing and resolution of complaints regarding improperly parked or abandoned vehicles.

California Vehicle Code (CVC) and local ordinances govern parking on residential streets. Vehicles cannot obstruct rights-of-way or be inoperable. The Roseville Municipal Code explicitly requires that vehicles parked on residential streets be moved every 72 hours.

RPD's Abandoned Vehicle Program is designed to deal with these complaints. Residents may report complaints to the Abandoned Vehicle Hotline or the City of Roseville's website. Complaints may also be made to Code Enforcement which forwards the reports to RPD for resolution.

Under the supervision of a patrol sergeant, cadets perform a variety of routine and progressively more difficult non-sworn duties. The Police Cadet Program is a paid, part-time apprenticeship to prepare college students for a law enforcement career. The CSO is a specialized, professional, full-time career position and performs a wide variety of technical support duties in the police department.

Citizen complaints are checked daily and the information is entered into the 72-Hour Tow Database. Vehicle license numbers received over the phone or internet are always checked against the Stolen Vehicle System. If the vehicle in question was reported stolen, it is immediately reported to Dispatch so that it can be quickly checked, processed and recovered.

RPD CSOs or cadets first check and mark the vehicle. They return at least three days later to see if the vehicle has been moved. If it has not been moved, they will post a citation on the vehicle.

The citation is also mailed to the registered owner, giving 10 days to move the vehicle. If the vehicle has not been moved by the end of the 10-day period, it will be towed and stored.

The process for having an abandoned vehicle removed may require a few weeks.

## **Methodology**

The Grand Jury

- interviewed RPD staff;
- reviewed Roseville Municipal Code;
- examined the RPD Community Services Officer's Training Manual, Chapter 14, 72-Hour Tow/Inoperable Vehicles;
- reviewed the abandoned vehicle reporting procedures available on the RPD section of the City of Roseville's website;
- examined the RPD computer generated Abandoned Vehicle Log, June-October 2015 and June-October 2016.

## **Facts**

- The RPD CSO Training Manual, Chapter 14, provides detailed procedures for reporting, processing, documenting and resolving issues regarding abandoned vehicles in Roseville.

- Grand Jury analysis of the Abandoned Vehicle Logs revealed the following:

	6/3/2015 – 10/31/2015				6/3/2016 – 10/31/2016			
Category	<u># of Complaints</u>	<u>Range of Days to Resolve</u>	<u>Average # of Days</u>	<u>% of Total</u>	<u># of Complaints</u>	<u>Range of Days to Resolve</u>	<u>Average # of Days</u>	<u>% of Total</u>
Complaints Logged *	988				1323			
<b>The numbers below represent service calls with duplicate complaints removed:</b>								
Gone on Arrival	377	0 – 36	7.6	57%	370	0- 34	9.6	43%
Moved	231	0 – 44	9.1	35%	382	2-47	12.3	44%
Cited	20	0 – 22	8.9	3%	25	3-26	10.2	3%
Towed	20	1 – 23	8.6	3%	21	3-21	9.8	3%
In Compliance	16			2%	61			7%
Total Vehicles Involved	664				859			

\* This number includes duplicate complaint calls

- During the sample period in 2016, the RPD logged 1,323 complaints relating to 859 improperly parked or abandoned vehicles. For the sample period in 2015, RPD received 988 complaints involving 664 vehicles. Based on the annualized 2016 data, RPD could receive over 3,000 complaints that must be processed and resolved each year.
- On the page of the RPD website detailing instructions for reporting an abandoned vehicle, the following statement is made: “The process for having an abandoned vehicle removed may require a few weeks.” Analyzed data indicates on average this process takes less than two weeks.
- The RPD resolves the vast majority of complaints without resorting to citations or towing the vehicles. Well under 10% of complaints result in these sanctions.
- The logging, processing and resolving of abandoned vehicle complaints is mainly carried out by non-sworn CSOs and police cadets. Sworn police officers are seldom involved in the process unless a CSO requests their support.
- If a name and phone number are included in the complaint, RPD will provide the resolution to the complainant.

- The RPD does not generate management reviews or inspection reports regarding the RPD Abandoned Vehicle Program. The computer software that generates the Abandoned Vehicle Log does not contain algorithms that can produce summaries, performance data or management information.

## Findings

The Grand Jury found:

- F1. During the five-month period reviewed in 2016, the RPD resolved complaints on an average of 10 days, which is under the “few weeks” noted on the RPD website. This figure is an average; the actual time required varied from one day to several weeks.
- F2. The 72-Hour Tow Database software is not capable of providing basic information for managers, such as the number of incidents, workload, contacts made, status of ongoing complaints, time and personnel involved and the cost of each operation.

## Conclusion

The RPD Abandoned Vehicle Program must yield precedence to solving crimes and the many other activities performed by RPD personnel contributing to public safety. However, it is clear from the number of complaints that improperly parked vehicles are a common nuisance plaguing the public and consume considerable department resources. The availability of improved management reports would permit more personnel and budget resources to be devoted to higher priority issues.

The RPD’s database allows the program to function but is seriously deficient as a record of activities and as a management tool. Even if careful efforts could overcome the problem of unreliable data, the logging system lacks the important capability to generate management reports. While the data can be analyzed, it is an arduous and difficult process which would be a poor use of managers’ time and efforts.

These are not trivial deficiencies. Accurate information is the fundamental prerequisite for sound management decision-making involving budgeting, personnel and performance evaluation. Without this capacity it is not possible to determine the cost of the activities or the performance of the program; nor can managers make informed efforts at reform.

Only a thorough review reveals potential issues which call for explicit solutions. As noted in the chart, more than 40% of the complaints concluded by a visit revealing the offending vehicle had already been moved. This constitutes a significant expenditure of resources. Data analysis also reveals that many street names showed up in numerous complaints. Even in the short periods

reviewed by the Grand Jury, some locations appeared in numerous complaints, suggesting that certain locations may justify posting parking regulations rather than conducting repeated visits.

In spite of their technical shortcomings, the Grand Jury's investigation determined the City of Roseville's Municipal Code pertaining to abandoned vehicles is being administered by the Roseville Police Department in a competent and professional manner.

## **Recommendations**

The Grand Jury makes the following recommendation:

- R1.** Update or replace the database program to provide for a better management tool.

**Request for Responses:**

	<b><u>Recommendations Requiring Response</u></b>	<b><u>Response Due Date</u></b>
<b>Chief Daniel Hahn</b> Chief of Police, Roseville Police Department 1051 Junction Blvd. Roseville, CA 95678	<b>R1</b>	<b>August 31, 2017</b>

**Copies Sent to:**

**Roseville City Council**  
311 Vernon St.  
Roseville, CA 95678



## PLACER COUNTY GRAND JURY

# Auburn Police Department and Holding Facility

## Annual Inspection



## **Auburn Police Department and Holding Facility**

### **Annual Inspection**

#### **Summary**

The Placer County Grand Jury conducted its annual inspection and tour of the City of Auburn Police Department (APD) and holding facility on September 27, 2016. This facility is located at 1215 Lincoln Way, Auburn. The Grand Jury was generally satisfied with the conditions and operations that were observed, except for the recommendation noted.

#### **Background**

Section 919(b) of the California Penal Code mandates that “The Grand Jury shall inquire into the condition and management of public prisons within the county.”

#### **Methodology**

Public Safety Director John Ruffcorn and Lieutenant Victor Pecoraro led members of the Grand Jury through the facility as they conducted their mandated inspection.

#### **Facts**

- The APD includes a holding facility, dispatch, officer work stations, interviewing rooms, evidence storage and a sally port (a secure, controlled entryway to a holding facility).
- No detainees were present during the inspection. The premises are not used for housing. Booking and housing occur at the Placer County Main Jail, Auburn.
- When juveniles are detained as a result of minor infractions, parents or caretakers are contacted and the juvenile briefly remains at the facility pending release to the parent or caretaker. When juveniles are detained for more serious offenses, they are transported to the Placer County Juvenile Detention Facility in Auburn.
- The holding area is monitored by either the presence of a police officer or via camera from another area of the building.
- The holding area has operating procedural manuals and drug-identifying posters available as quick reference guides for staff.
- On the day of the inspection, the Grand Jury observed a wall-mounted fire extinguisher within arm’s length of the bench where detainees are seated.

- The exterior of the building includes sidewalks and a public reception area.
- Auburn Police Department has purchased body cameras and updated riot equipment.

## Findings

The Grand Jury found:

- F1. The combination of a police officer and/or a camera provides adequate monitoring of the holding area.
- F2. The fire extinguisher could be used as a weapon against a distracted officer in the event a detainee becomes violent.

## Conclusion

The Grand Jury was generally satisfied with the operation of the Auburn Police Department facility, other than the possibility of officer safety related to the fire extinguisher.

## Recommendations

The Grand Jury makes the following recommendation:

- R1.** The APD remove the fire extinguisher and relocate it a safe distance from any area occupied by a detainee.

**Request For Responses:**

	<b><u>Recommendations Requiring Response</u></b>	<b><u>Response Due Date</u></b>
<b>Mr. John Ruffcorn</b> Public Safety Director, City of Auburn 1215 Lincoln Way Auburn, CA 95603	<b>R1</b>	<b>August 31, 2017</b>

**Copies Sent to:**

**Mr. Bob Richardson**  
Auburn City Manager  
1225 Lincoln Way  
Auburn, CA 95603

**Mr. Matt Spokley**  
Auburn City Mayor  
1225 Lincoln Way  
Auburn CA 95603



## **PLACER COUNTY GRAND JURY**

# **Placer County Jails and Holding Facilities: A Consolidated Report**

## **Annual Inspections**

## **Placer County Jails and Holding Facilities: A Consolidated Report Annual Inspections**

### **Summary**

This report summarizes the Grand Jury inspections conducted at the six Placer County jails and holding facilities:

- Historic Courthouse in Auburn (September 27, 2016)
- Placer County Main Jail in Auburn (October 27, 2016)
- Burton Creek Sheriff's Substation in Tahoe City (December 6, 2016)
- South Placer Main Jail in Roseville (December 8, 2016)
- South Placer Minimum Security Facility in Roseville (December 8, 2016)
- Santucci Courthouse in Roseville (December 8, 2016)

On the whole, the Grand Jury found these facilities to be clean, secure and well-managed. Any issues found are addressed in the findings for each facility.

Placer County continues to deal with the results of public safety realignment resulting from AB109 which sought to reduce the overcrowding of California state prisons by

- sentencing less-serious, non-violent felony offenders, with the exception of sex offenders, to a county jail. (Before realignment, any felony sentence of greater than one year would routinely be served in a California state prison);
- sentencing parole violators to serve their sentences in a county jail instead of returning to state prison;
- reducing some felonies to misdemeanors, thereby reducing the term and place of incarceration.

Proposition 47, passed by voters in the 2014 election, reduced penalties for drug and other non-violent crimes. Inmates have successfully petitioned the court to have their convictions reclassified from felonies to misdemeanors, with a corresponding reduction in their sentence. Jail, probation and court personnel are utilized to facilitate this process.

## Background

Section 919(b) of the California Penal Code mandates “The Grand Jury shall inquire into the condition and management of public prisons within the county.”

## Methodology

The Grand Jury visited each facility, interviewed staff, and observed inmates in housing, work and activity areas.

Inspections were led by the following Placer County Sheriff’s staff:

Historic Courthouse	Deputy Rudy Preis
Placer County Main Jail	Deputy James Rashid
South Placer Main Jail	Deputy Stacey Toy-DeNardi, Compliance Officer
Santucci Justice Center	Lieutenant Carol Walsh
South Placer Minimum Security	Deputy Stacey Toy-DeNardi, Compliance Officer
Burton Creek Substation	Captain Dennis Walsh

## Facts

- Three facilities (Historic Courthouse, Burton Creek, and Santucci Justice Center) contain temporary holding facilities for inmates awaiting scheduled court appearances. Court appearances occur between 8:00 a.m. and 4:00 p.m. If an inmate is held through lunchtime, a sack lunch and drink are provided.
- Three facilities (two South Placer facilities and Auburn Main Jail) house inmates awaiting court dates or serving out their sentences. The passage of the Public Safety Realignment Act (AB109) in 2011 changed sentencing guidelines throughout the State. “The effect of this bill was to divert people convicted of certain classes of less serious felonies from the Department of Corrections to local county jails.”<sup>1</sup> The longest sentence currently being served in Placer County is nine years.
- All six facilities have a sally port (a secure, controlled entryway to the holding facility). Inmates are brought through the sally port into a secure area and then escorted by one or more deputies into the facility.

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<sup>1</sup> CA.Leginfo@ca.gov

- Each of the six facilities has a weapons screening device and all hand-carried items are subject to inspection. Each facility has at least one monitoring station with numerous security cameras.
- In holding cells that have a toilet, the toilet is out of direct view of staff and security cameras. Some holding cells are capable of housing multiple inmates. Inmates are checked every 30 minutes, but those on suicide, health and/or safety watch are checked every 15 minutes.
- A defibrillator is located in each facility.
- **The Historic Courthouse** has three holding cells for six courtrooms.
  - The visual screening material on the fence of the sally port is deteriorated.
- **The Burton Creek facility** was built in 1959. It has four holding cells and one courtroom. Placer County has a contract with the Truckee Jail in Nevada County for housing and booking arrestees as needed.
  - The facility is not fully Americans with Disabilities Act (ADA) compliant. Some examples include no elevator to the second floor and hallways and bathroom entrances are too narrow to accommodate a wheelchair.
  - The facility has a one-car garage that serves as a sally port. If the transport vehicle is any larger than a squad car, the overhead door must remain open.
  - Numerous past grand jury reports have stated the need to replace this facility as it needs a much larger and more modern way to represent the County in the Tahoe Basin.
- **The Santucci Courthouse** opened in 2008. It was built with the future growth of the County in mind. The facility has 12 basement holding cells (connected via a tunnel to the adjacent Main Jail). There are six holding cells between the courtrooms on the first floor and four holding cells between courtrooms on the second floor, serving a total of nine courtrooms.
- **The South Placer Adult Corrections Facility** at the Santucci Justice Center opened in May 2014. The 200,000 square-foot part of the main jail has a capacity of 420 inmates.
  - Inmates are screened for mental and physical health at intake. When staff is made aware of inmates having health issues, they call for an evaluation to determine if medical services are necessary. There is an on-site medical wing with staff to provide evaluations and services. Mental Health services are available in person or via video conferencing.

- Correctional staff stated they are committed to working with inmates to help them become successful upon their release.
- Educational and Vocational Programs are available via a contract with the Sacramento County Office of Education. The curriculum provides and develops basic education as well as developing computer and job-seeking skills.
- Officers stated that the booking facility will open in June or July of 2017. This will relieve south County police agencies from having to transport prisoners to Auburn for booking.

- **The South Placer Minimum Security**

The South Placer Minimum Security Facility opened in May 2014. The facility consists of two areas that house up to 60 inmates each.

- Inmates are given the opportunity to work inside the jail to learn new skills. In exchange they can receive additional credit for time served and additional privileges.

- **The Auburn Main Jail**

The Auburn Main Jail opened in 1985. As of June 2016, this facility has a California Board of State and Community Corrections rating of 492 inmates. The inmate population was 448 at that time.

- Inmates are screened for mental and physical health at intake. The staff is made aware of inmates' health issues and work with these inmates to obtain necessary services. An on-site clinic provides medical services. Mental Health services are available in person or via video conferencing.
- Educational and Vocational Programs are also available via a contract with the Sacramento County Office of Education. The curriculum provides and develops basic education as well as developing computer and job seeking skills.
- An Inmate Welfare Fund is financed by inmates and there is a small voluntary fee on items purchased from the commissary. This fund is used to purchase educational equipment.
- Inmates are permitted to "govern" some of their own activities (TV programs, etc.).

## Findings:

The Grand Jury found:

- F1. There is a need to replace the Burton Creek facility due to lack of elevators and overall ADA non-compliance. The County needs a modernized facility in the Tahoe Basin to provide booking and housing of arrestees, rather than contracting out-of-county for these services.
- F2. The Burton Creek facility sally port poses a security risk because it is not large enough to allow the external overhead door to close behind large transport vehicles.
- F3. All six Placer County jails and holding facilities were clean and appeared to be well-maintained and well-managed.
- F4. Some jail inmates are now spending longer sentences in a County facility as a result of the passage of AB109, which has required the County to allocate more resources to existing facilities.
- F5. The opening of the booking facility at the South Placer Main Jail will enable south County law enforcement officers to return to duty more quickly than the current system by not having to transport prisoners to Auburn Main Jail.
- F6. In addition to health and addiction services, programs are available to help inmates improve job skills, education, socialization skills and self-esteem.
- F7. Visual security at the Historic Courthouse sally port is compromised due to the deterioration of the screening material.

## Conclusion

As a result of the shifting of responsibilities from the State to counties, the jail population now consists of inmates incarcerated for more serious offenses and for longer terms. Progress is being made to provide educational, vocational, mental and physical health services. These services are necessary to meet the needs of this evolving inmate population and potentially reduce recidivism rates.

All Placer County jails and holding cells are secure and appear to be well-managed, with the exception of the Burton Creek facility. The building does not meet ADA requirements and does not function as a booking and holding facility.

Placer County has recently approved two large development projects that will substantially increase the population in the service area of Burton Creek. The Grand Jury has determined it is time for the Board of Supervisors to start the process to replace this facility.

## Recommendations

The Grand Jury makes the following recommendations:

Auburn Historic Courthouse:

- R1.** Repair or replace the screening material surrounding the sally port.

Burton Creek:

- R2.** Provide funding and site location for a new facility, meeting the current and future requirements of the area.

South Placer Minimum Security Facility:

None

Auburn Main Jail:

None

Santucci Courthouse:

None

**Request for Responses:**

	<b><u>Recommendations Requiring Response</u></b>	<b><u>Response Due Date</u></b>
<b>Board of Supervisors</b> 175 Fulweiler Ave. Auburn, CA 95603	<b>R2</b>	<b>September 30, 2017</b>
<b>Sheriff Devon Bell</b> Placer County Sheriff-Coroner-Marshal Dewitt Justice Center 2929 Richardson Drive Auburn, CA 95603	<b>R1</b>	<b>August 31, 2017</b>

**Copies Sent to:**

**Mr. David Boesch**  
County Executive Officer  
175 Fulweiler Ave.  
Auburn, CA 95603



## PLACER COUNTY GRAND JURY

# Placer County Juvenile Detention Facility

## Annual Inspection



## Placer County Juvenile Detention Facility

### Annual Inspection

#### Summary

The 2016-2017 Placer County Grand Jury conducted its annual inspection of the Placer County Juvenile Detention Facility (JDF) on September 21, 2016. The facility is located at 11260 B Avenue, Auburn and includes a courtroom used for family court, juvenile dependency and juvenile offender hearings.

On the date of inspection, the JDF was clean and well maintained. The staff is knowledgeable about pertinent legal requirements and dedicated to reducing the rate of recidivism. The staff states the focus of the facility is rehabilitation and prevention rather than punishment. They are working with the Placer County Office of Education (PCOE) in providing job-seeking skills and/or educational programs which can lead to a high school diploma.

The JDF continues the Positive Behavioral Intervention Support (PBIS)<sup>1</sup> program. This program allows detainees to earn privileges and/or small rewards through a merit system based on good behavior and following the rules of the JDF.

The Grand Jury commends the staff for providing continuing educational opportunities.

#### Background

California Penal Code Section 919(b) mandates all grand juries annually inspect all jails and holding facilities. As part of the inspections, the Placer County Grand Jury also includes the JDF, a detention facility for juveniles. The JDF is operated by the Placer County Probation Department in accordance with California Code of Regulations, Title 15, Section 5; Welfare and Institutions Code Section 210; and Juvenile Court law.

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<sup>1</sup> Positive Behavior Intervention Support is a program developed by the University of Oregon with support from the University of North Carolina “to establish the social culture and behavioral supports needed for a school to be an effective learning environment for all detainees.”

## Methodology

### The Grand Jury

- conducted an on-site inspection of the JDF facilities led by the JDF Superintendent and the Assistant Superintendent ;
- developed and used a JDF Inspection checklist to track observations made during the course of the inspection;
- reviewed the Placer County Juvenile Justice Delinquency Prevention Commission annual inspection report dated June 6, 2016.

## Facts

During the inspection the Grand Jury was informed of or observed the following:

- The JDF has a maximum capacity of 78 juveniles, including maximum security housing for up to 18 high-risk juveniles. The average daily number of detainees is 22.
- Housing wings are shared by males and females. Separate cells are designed to prevent line-of-sight vision. On-site staff supervise the inmates around the clock.
- The average stay for detainees is 18 days but varies from days to weeks. However, several detainees have been at the facility for a longer period of time.
- JDF staff is trained in the principles of Trauma Informed Care.<sup>2</sup>
- The educational level of all minors is assessed upon admission. They attend classes offered by the facility including a provision for independent study.
- Instructional staff consists of two accredited special education teachers and one non-accredited teacher (aide).
- School supplies are available.
- General Education Development (GED) preparation is available, and some detainees are able to earn high school or college credits during their stay.

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<sup>2</sup> According to the Trauma Informed Care Project (<http://www.traumainformedcareproject.org/index.php>) “Trauma Informed Care is an organizational structure and treatment framework that involves understanding, recognizing and responding to the effects of all types of trauma. Trauma Informed Care also emphasizes physical, psychological and emotional safety for both consumers and providers, and helps survivors rebuild a sense of control and empowerment.”

- Students taking Advanced Placement classes in high school cannot continue advanced studies unless books and assignments are made available by their regular school.
- The JDF has a concrete sports court, accessible daily, with a small opening in the roof for sunlight and air. Detainees in the general population also have periodic access to a small garden area and grass field.
- There are on-site anger management classes as well as mental health, drug and alcohol counseling, and a journal-writing program which repeat on a regular basis. Staff brings in outside materials to supplement detainees' job skills programs.
- The JDF has implemented social awareness programs and a merit plan, Positive Behavior Intervention Support (PBIS), which allows detainees to earn additional privileges for good behavior and following rules.
- With fewer detainees in JDF, unused space in the facility is now used for storage and as classrooms.
- The staff-to-detainees ratios meet California State requirements.
- Some staff members are multilingual. In addition, a language-translation phone line is available as needed. Some signs are in both English and Spanish.
- The staff includes a diverse mix of gender, race and ethnicity.
- All health and fire inspections are current.
- The South Placer Jail kitchen provides and delivers food service to the JDF. Special dietary requirements for medical conditions, allergies, or religious beliefs are accommodated. The JDF kitchen (reheating) area was clean.
- Meals are served in the dayroom or individual cells.
- The cafeteria is utilized for weekend visitations by family members and others with significant relationships to eligible detainees.
- A nurse is on duty from 7am to 7pm, seven days a week. Medical assessments and monitoring of health are provided. Medical staff secures and administers medications. On-call medical staff is available for after-hours needs.
- A doctor visits the facility two days per week.
- Religious programs are provided on a voluntary basis.
- Interior of buildings were clean and well maintained.

## **Findings**

The Grand Jury found:

- F1. The JDF is clean, well maintained, and well staffed with trained personnel.
- F2. Detainees in the JDF are treated respectfully with the focus on education and rehabilitation rather than punishment.
- F3. School programs comply with State Education Code requirements.

## **Conclusion**

The Grand Jury commends Placer County for its efforts in addressing juvenile delinquency and helping to reduce the rate of recidivism. As a result of their efforts, the Placer County Juvenile Detention Facility now has significantly fewer detainees than the facility was designed to accommodate.

Continuing educational opportunities and job-seeking skills are provided to the detainees.

The Grand Jury also commends the staff and management of the JDF for their positive attitudes and interactions with detainees.

## **Recommendations**

The Grand Jury makes no recommendations as a result of this investigation.

**Request for Responses:**

	<u>Recommendations Requiring Response</u>	<u>Response Due Date</u>
No Responses Required	--	--

**Copies Sent to:**

**Mr. Marshall Hopper**  
Chief Probation Officer  
Placer County Probation Department  
2929 Richardson Drive, Suite B  
Auburn, CA 95603

**Mr. Jeffery Cann**  
Superintendent, Placer County Juvenile  
Detention Center  
11260 B Avenue  
Auburn, CA 95603

**Placer County Board of Supervisors**  
175 Fulweiler Avenue  
Auburn, CA 95603



## PLACER COUNTY GRAND JURY

# Rocklin City Police Station and Holding Facility

## Annual Inspection



## **Rocklin City Police Station and Holding Facility**

### **Annual Inspection**

#### **Summary**

The 2016-2017 Placer County Grand Jury conducted its annual inspection and tour of the Rocklin City Police Station and holding facility located at 4080 Rocklin Road, Rocklin, on September 28, 2016. The Grand Jury was satisfied with the conditions and operations that were observed, with the exception of the noted recommendation.

#### **Background**

Section 919(b) of the California Penal Code mandates “The Grand Jury shall inquire into the condition and management of public prisons within the county.”

#### **Methodology**

Corporal Neil Costa led the Grand Jury through the facility as they conducted their mandated inspection.

#### **Facts**

- The Grand Jury’s inspection of the Rocklin City Police Station (RCPS) jail observed a modern, well-maintained facility that houses the police department and their indoor shooting range, the fire department administration staff, city emergency dispatch and a state-of-the-art multipurpose room.
- The RCPS multipurpose room is used for community events and training for law enforcement and emergency personnel for Rocklin and other agencies in the region. The room can also be used as a regional control and coordination facility in the event of civil emergencies.
- The facility has a sally port (a secure, controlled entryway to the holding facility) used for secure access into the police facility. From the sally port area, prisoners are then escorted by one or more arresting officer(s) into the prisoner processing area.
- On the day of the inspection, the Grand Jury observed the automatic mechanism on the door between the sally port and the processing area was not closing and locking as designed.

- There were no inmates present in any cells during our inspection.
- There are six holding cells which are utilized for a maximum of 24 hours with most stays by detainees being four hours or less.
- Rocklin Police do most booking activities at the Placer County Main Jail.
- The two juvenile holding cells are separate and apart from the adult cells.
- Juvenile offenders are visually monitored at all times.

## Findings

The Grand Jury found:

- F1. The sally port door used for entering/exiting the facility does not completely close and lock as it was intended. This could pose a security risk.

## Conclusion

With the exception of the automatic locking mechanism to the holding cells, the RCPS and holding cells appeared to be well-managed and maintained. Overall, the Grand Jury commends the RCPS for its operation and upkeep of this facility. The Grand Jury also commends the RCPS for working with other community partners and making their facility available for training and regional emergency services.

## Recommendations

The Grand Jury makes the following recommendation:

- R1.** RCPS repair or replace the self-locking mechanism of the door between the sally port and the prisoner processing area.

**Request For Responses:**

	<b><u>Recommendations Requiring Response</u></b>	<b><u>Response Due Date</u></b>
<b>Chief Chad Butler</b> Police Chief, City of Rocklin 4080 Rocklin Road Rocklin, CA 95677	<b>R1</b>	<b>August 31, 2017</b>

**Copies Sent to:**

**Mr. Ricky A Horst**  
Rocklin City Manager  
3970 Rocklin Road  
Rocklin, CA 95677

**Rocklin City Council**  
3970 Rocklin Road  
Rocklin, CA 95677