



OFFICE OF  
**SHERIFF-CORONER**

COUNTY OF SAN JOAQUIN

7000 Michael N. Canlis Blvd.  
French Camp, California 95231-9781

July 28, 2017

**Steve Moore**  
Sheriff-Coroner  
Public Administrator

*The Honorable Judge José Alva  
Presiding Judge of the Superior Court  
County of San Joaquin  
222 East Weber Avenue, Room 303  
Stockton, California 95202*

**RE: 2016-2017 GRAND JURY RESPONSE**

*Dear Judge Alva:*

*The following are the Sheriff's Office responses to recommendations made by the 2016-2017 Grand Jury.*

**Finding F1.1**

*The Property/Evidence Room does not currently have the minimum staffing level to ensure that Property/Evidence Room functions are carried out with the highest standards and integrity.*

**Response to Finding F1.1:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding.*

**Recommendation R1.1**

*By December 31, 2017, develop, adopt, and implement a minimum staffing level to carry out the functions of the Property/Evidence Room in order to ensure the highest standards and integrity.*

**Response to Recommendation R1.1:** *The recommendation is being implemented. In Fiscal Year 2017-2018, a sworn Deputy Sheriff Sergeant and a sworn Deputy Sheriff are being added to the staff assigned to the Property/Evidence Room. Based on this additional staffing, our staffing levels will be comparable to agencies within San Joaquin County.*

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*The staffing levels will be reevaluated at fiscal mid-year to determine if they are meeting the needs and provide for a proper work flow within the Property/Evidence Room. This supervisor will evaluate the workflow and verify that proper staffing levels are obtained and functions are being performed in the appropriate manner.*

**Finding F1.2**

*There was no pattern of consistency in general supervision of the Property/Evidence Room personnel to ensure policies and procedures are being followed.*

**Response to Finding F1.2:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding.*

**Recommendation R1.2**

*By December 31, 2017, assign a full-time, onsite supervisor for general supervision to assure the Property/Evidence Room functions are being performed according to department policies and procedures.*

**Response to Recommendation R1.2:** *The recommendation is being implemented. Added through the budget process, and beginning July 1, 2017, a full-time sworn Deputy Sheriff Sergeant is being added into the Property/Evidence Room. This supervisor shall remain on site in the Property/Evidence Room, working with staff, coordinating training, overseeing day-to-day operations, and ensuring Property/Evidence Room functions are being performed according to department policies and procedures. A full-time Deputy Sheriff is also being assigned to the Property/Evidence Room. This Deputy Sheriff shall work full-time in the disposition process of property and evidence from within the Property/Evidence Room. With the reorganization of the Property/Evidence Room, the Sergeant will report directly to the Lieutenant of the Investigations Division, showing a clear line of supervision and clear chain of command.*

**Finding F2.1**

*There are no policies or timelines for the training of staff and supervisors assigned to the Property/Evidence Room.*

**Response to Finding F2.1:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding.*

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**Recommendation R2.1**

*By December 31, 2017, develop, adopt, and implement a policy and timeline for training custodians, technicians, and supervisors working in or supervising the Property/Evidence Room.*

**Response to Recommendation R2.1:** *The recommendation is being implemented. A training needs assessment shall be conducted and a standard of training utilizing available California Commission on Peace Officer Standards and Training (POST) standards courses and training schedule implemented for all staff assigned to the Property/Evidence Room, regardless of previous trainings, to be completed by September 30, 2017, with the results forwarded to the Grand Jury. This will become the base level of training for future staff assignments. Continuing training and education to support industry best practices will be provided to all staff to ensure we stay current with any new or updated regulations.*

*Simultaneously, a new training manual is currently being constructed by staff. The training manual will include current POST standards, and recommendations for internal policies. Beyond this, the California Association of Property and Evidence (CAPE) and the International Association of Property and Evidence (IAPE) standards are being reviewed for the possibility of utilizing these set standards. The final version will be reviewed and approved by the Administrative Staff of the Sheriff's Office. Once reviewed and approved, this training manual, as well as training timelines and competency checklists, will be completed and implemented. This shall occur before December 31, 2017.*

**Finding F4.1**

*The Grand Jury cannot substantiate evidence missing from the Property/Evidence Room or hidden in the software system at this time.*

**Response to Finding F4.1:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding.*

**Recommendation R4.1**

*By December 31, 2017, complete a full inventory of the Property/Evidence Room and provide a report to the Grand Jury.*

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**Response to Recommendation R4.1:** *The recommendation is being implemented. A full inventory of the Property/Evidence Room began in early 2017. Four full-time employees and one contract employee working in an independent supervisory and oversight capacity are being utilized to accomplish this inventory. Additional staff members are being utilized on an as-needed basis to assist with the inventory. The inventory is currently anticipated to be completed by the end of October 2017. Once completed, a full report of the inventory findings will be provided to the Grand Jury.*

**Finding F5.1**

*There is an insufficient number of staff to consistently and efficiently review cases to purge items from inventory.*

**Response to Finding F5.1:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding.*

**Recommendation R5.1**

*By December 31, 2017, assign sworn staff to actively and consistently review cases for disposition.*

**Response to Recommendation R5.1:** *The recommendation is being implemented. A full-time Deputy Sheriff Sergeant position and a full-time Deputy Sheriff position have been added in the 2017-2018 Fiscal Year Budget in addition to our current staffing levels and assigned to the Property/Evidence Room. The Deputy Sheriff Sergeant will assist in the review process of cases to help expedite the process of Property/Evidence Disposition. The Deputy Sheriff will handle the review of cases so that proper dispositions may take place on all property and evidence within the Property/Evidence Room. These positions are assigned exclusively to the Property/Evidence Room to alleviate any major barriers to the disposition process. At mid-fiscal year, a review of staffing levels will be done to evaluate if additional staffing is needed.*

**Finding F5.2**

*There are delays and difficulties in obtaining disposition and authorization information from the District Attorney's Office.*

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**Response to Finding F5.2:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding that there are occasional delays in the District Attorney reviewing information.*

**Recommendation R5.2**

*By December 31, 2017, the Sheriff will collaborate with other local law enforcement agencies and the District Attorney to develop a countywide Property/Evidence Retention Policy Agreement.*

**Response to Recommendation R5.2:** *The recommendation is being implemented. Contact has been made with the District Attorney. A preliminary meeting was held at the Sheriff's Office with representatives of the local agencies to begin the research necessary to develop both a countywide Property/Evidence Retention Policy Agreement and a County Property/Evidence Management Association to ensure ongoing updates to the policy and share industry best practices. The group set the next meeting for December 2, 2017, to be held at the Stockton Police Department in the Stewart-Eberhardt Building (SEB), located at 22 East Weber Avenue, with the District Attorney and local county agencies, to develop and implement a countywide Property/Evidence Retention Policy Agreement.*

**Finding F5.3**

*Full Court Enterprises has been a barrier to the efficient and effective disposition of evidence in the county.*

**Response to Finding F5.3:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding.*

**Recommendation R5.3**

*By December 31, 2017, the Sheriff will collaborate with other local law enforcement groups to ensure all agencies' needs are being met.*

**Response to Recommendation R5.3:** *The recommendation is being implemented. Contact has been made with the District Attorney to schedule an appointment with them and other local county agencies to meet and develop a Property/Evidence Retention Policy Agreement to ensure all agencies' needs are being met (see Response to Finding R5.2).*

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*Beyond this, a meeting will be held with the Court Executive Officer and the Presiding Judge of the San Joaquin County Superior Court to determine how we may possibly work more efficiently within the Full Court Enterprise (FCE) system and streamline the process, after the opening of the new County Courthouse on July 31, 2017.*

**Finding F6.1**

*The Sheriff's Department Property/Evidence Room does not have a first-aid kit and up-to-date safety manuals and policies and procedures.*

**Response to Finding F6.1:** *The respondent (San Joaquin County Sheriff's Office) agrees with the finding.*

**Recommendation R6.1.1**

*By December 31, 2017, provide the Property/Evidence Room with a first-aid kit.*

**Response to Recommendation R6.1.1:** *A first-aid kit was delivered and installed on June 16, 2017, in the office area of the Property/Evidence Room. An Automatic Electronic Defibrillator (AED) is also on order, with delivery scheduled for Monday, July 31, 2017. Installation will take place in the Property/Evidence Room immediately upon receipt of the unit.*

**Recommendation R6.1.2**

*By December 31, 2017, update the policies and procedure manuals relating to the Property/Evidence Room.*

**Response to Recommendation R6.1.2:** *The supervising Sergeant of the Property/Evidence Room is collaborating with the Investigation Division Captain and Lieutenant and is in the process of updating these policies. It shall be completed by December 31, 2017 (see Response to Recommendation R2.1).*

*Beyond this, San Joaquin County Risk Management has been scheduled to perform a walk-through inspection of the Property/Evidence Room to verify that all safety standards, as well as required safety postings, are put into place.*


*Once the full inventory of the Property/Evidence Room is completed and all staff are permanently assigned to the Property/Evidence Room, the San Joaquin County Sheriff's Office will apply for an agency membership to California*

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*Association of Property and Evidence (CAPE), covering all staff assigned to the Property/Evidence Room, as well as management staff who will have oversight responsibility for the ongoing operations of the Property/Evidence Room. If an agency's membership is not available, an individual membership for identified staff will be obtained.*

*We again wish to thank the Grand Jury members, both outgoing and incoming, for the initial completed investigation and the ongoing review of the progress of the implementation of the original recommendations to assist the San Joaquin County Sheriff's Office in providing premier service to all county residents.*

Sincerely,



STEVE MOORE  
Sheriff-Coroner

C: Chuck Winn, Chair – Board of Supervisors  
Mimi Duzenski, Clerk of the Board  
Monica Nino, County Administrator