



# City of Ripon

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[www.cityofripon.org](http://www.cityofripon.org)

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August 8, 2017

### Via U.S. Mail and Email

Honorable José L. Alva  
Presiding Judge San Joaquin County Superior Court  
180 W. Weber Avenue, Suite 1306  
Stockton, California 95201  
Email: [grandjury@sjcourts.org](mailto:grandjury@sjcourts.org)

Re: *San Joaquin County Grand Jury 2016-2017 Report – Case No. 0316*  
*San Joaquin County Property Rooms – Missing or Messy*

Dear Judge Alva:

In response to the San Joaquin County Grand Jury Case No. 0316, the City Council of the City of Ripon (“City”) responds as follows:

### FINDINGS AND RECOMMENDATIONS:

F1.1: Ripon Police Department does not conduct monthly inspections or annual audits, as outlined in the Ripon Police Department Policy Manual 802.8 (a) and (c).

R1.1: By December 31, 2017, develop, adopt and implement a schedule for monthly inspections and annual audits, as outlined in the Ripon Police Department Policy.

### Response to F1.1 and R1.1:

The Ripon Police Department agrees with the finding and recommendation and will coordinate the monthly inspections and annual audits with the City of Ripon Property Room Supervisor and Auditor as outlined in the Ripon Police Department Policy Manual 802.8 (a) and (c). The Ripon Police Department has adopted and implemented a schedule for monthly inspections and has conducted and documented property room inspections for the months of June and July and will continue to do so on a

monthly basis. In addition, a schedule for annual audits of the property room has been created. The property room will be audited by a City employee who is not routinely or directly connected with evidence control so that at the conclusion of each year, the result will be an inventory of all evidence contained within the property room. The next scheduled audit will occur in December 2017.

F1.2: Property room supervisor has not attended any property and evidence management course.

R1.2: By December 31, 2017, develop, adopt and implement a schedule for training of the property room supervisor at a POST course in property and evidence.

Response to F1.2  
and R1.2:

The Ripon Police Department agrees with the finding and recommendation and will send the City of Ripon Property Room Supervisor for training through a POST course in property and evidence on or before December 31, 2017. However, the next available local POST training course for Property and Evidence Room Management is scheduled for May 2018. As a result, the Department will register the Supervisor for the May 2018 POST course on or before December 31, 2017. In addition, on or before December 31, 2017, the Ripon Police Department will adopt and implement a policy and training schedule, using the California POST Law Enforcement Evidence and Property Management Guide, to ensure that the Department's evidence and property functions meet the State of California's best practices.

If there are questions or concerns regarding any aspect of this Response, please feel free to contact City Attorney, Thomas H. Terpstra, or send correspondence to the City Council at 259 N. Wilma Avenue, Ripon, California, 95366.

Sincerely,



Dean Uecker  
Mayor