



COUNTY OF YOLO

Office of the County Administrator

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To: Honorable Judge Daniel P. Maguire
Superior Court of California, County of Yolo
725 Court Street, Department 16
Woodland, CA 95695

June 25, 2013

To: Yolo County Grand Jury
P.O. Box 2142
Woodland, CA 95776

via e-mail: grand-jury@sbcglobal.net

RE: Yolo County Grand Jury Report – Yolo County Probation Department: Slow Response to Needed Change

Honorably Judge Maguire:

The following is the response to the 2012-2013 Yolo County Grand Jury Report entitled “Yolo County Probation Department: Slow Response to Needed Change” from the Yolo County Board of Supervisors, County Administrator, Chief Probation Officer and Human Resources. For purposes of readability, we have included the Grand Jury’s findings recommendations in **bold**.

R1 HR should include in its Policies and Procedures Manual provisions to ensure the hiring department can articulate justification for hiring and promotional selections. This would allow the hiring department to communicate the basis for its selections to staff and management in a reasoned and transparent manner.

Human Resources response: This recommendation has been implemented.

R2 Within 30 days of this report, YCPD should develop a specific plan for the completion of its Policies and Procedures Manual revision. This plan should include project milestones and staff assignments for completing and distributing the revision no later than December 31, 2013.

Chief Probation Officer response: This recommendation has already been implemented. The Probation Department’s plan for implementation of new Policies and Procedures has proceeded faster than expected. Draft policies were completed mid-April and meet-and-

confer with the Probation bargaining unit began April 29, 2013. The YCPD released the final draft of policies to staff on June 6, 2013.

- R3 As the Policies and Procedures Manual is revised, YCPD managers should continue to receive training on internal affairs investigations and performance evaluations to ensure all employees and managers understand what is expected of them and what conduct is prohibited.**

Human Resources & Chief Probation Officer response: This recommendation has already been implemented. Internal Affairs/Peace Officer Bill of Rights Training was delivered department-wide to all Supervisors and Managers on February 20, 2013. Makeup training (2 staff) is tentatively scheduled for July 2013. Human Resources provided performance evaluation training to all employees on January 15, 2013, January 16, 2013 and January 24, 2013.

- R4 YC administration, YCPD management and HR should meet regularly to fully develop and implement a plan to address the staff morale issues raised in the 2010 HR report, 2012 independent consultant's report and prior reports from the Grand Jury pertaining to YCPD. The plan should include actions required to address each recommendation, timeline for completion, resources required and responsible departments. These results should be reported to the Board of Supervisors 30 days following the issuance of this report.**

County Administrator, Human Resources & Chief Probation Officer response: This recommendation has already been implemented. Yolo County Administration, Probation Department management and Human Resources representatives have been meeting on a regular basis to review a series of recommendations and actions related to the reports referenced. This staff workgroup uses a project management table to track all recommendations and their status. Action items and associated updates will continue to be provided to the Board of Supervisors on a regular basis.

- R5 The Board of Supervisors should ensure the plan developed pursuant to R4 is implemented.**

Board of Supervisors response: This recommendation has already been implemented (see response to R4).

- R6 By September 1, 2013, the Board of Supervisors should finalize and adopt a Code of Ethics as a part of its Administrative Policies and Procedures Manual. The Code should address general ethical conduct for all levels of YC employees and managers and include provisions defining dual relationships.**

Board of Supervisors response: This recommendation will be substantially implemented by September 1, 2013, however it is subject to the meet-and-confer process with labor representatives which could extend beyond this date.