



COUNTY OF YOLO

Office of the County Administrator

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To: Honorable Judge Stephen Mock
Superior Court of California, County of Yolo
725 Court Street, Department 3
Woodland, CA 95695

August 6, 2014

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

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

RE: 2013-14 Yolo County Grand Jury Report – Yolo County Sheriff: Leadership Practices from the Wild, Wild West

Honorable Judge Mock:

The following is the response to the 2013-2014 Yolo County Grand Jury Report titled “Yolo County Sheriff: Leadership Practices from the Wild, Wild West” from the Yolo County Deputy County Administrator (CAO)/Human Resources (HR) Director and the County Administrator (CAO). For purposes of readability, we have included the Grand Jury’s recommendations in **bold**.

R1 By September 30, 2014, the HR Department shall review and revise the County nepotism policies and existing practices including prevention, monitoring and reporting of conflicts of interest.

Yolo County Deputy CAO/HR Director response: This recommendation will be implemented by December 31, 2014.

R2 The HR department will annually review nepotism practices in the Sheriff’s Department. Such a review shall ensure ethical standards are established and a procedural firewall exists between related employees. This annual review will be presented to the Board of Supervisors with findings and recommendations by December 1, 2014 and each following year.

Yolo County Deputy CAO/HR Director response: By December 1, 2014, and periodically thereafter, Human Resources will review adherence to the nepotism policy in the Sheriff's department.

- R3 By September 30, 2014, the CAO shall review and revise the County's mandated training requirements and compliance with the State of California Public Service Ethics as directed by AB 1234.**

Yolo County CAO response: The recommendation has been implemented. Staff have completed a review of the mandated training requirements and confirm the County is in compliance with AB 1234.

- R4 By November 30, 2014, the Sheriff's Department in collaboration with HR shall review and revise the evaluation standards (written and unwritten) used for all department job classifications to establish a fair and objective set of written guidelines.**

Yolo County Deputy CAO/HR Director response: Human Resources has developed a set of written guidelines designed to ensure fair and objective evaluations. However, this recommendation will not be implemented because it is not within the authority of Human Resources. The State constitution provides independent authority to elected department heads thus limiting the role of County administration. Appointed county staff strive to provide advice and assistance whenever possible. Ultimately, however, the Sheriff is an independently elected department head and not directed or evaluated by County administration. Upon request of the Sheriff, County staff are available to assist the Sheriff with this recommendation.

- R5 By September 30, 2014, the Sheriff's Department in collaboration with HR shall develop a plan to reinforce the authority of the command staff. This plan shall define the level of authority of supervisors and managers for supervising, evaluating and effectively recommending personnel actions for the staff they oversee.**

Yolo County Deputy CAO/HR Director response: This recommendation will not be implemented because it is not within the authority of Human Resources. The State constitution provides independent authority to elected department heads thus limiting the role of County administration. Appointed county staff strive to provide advice and assistance whenever possible. Ultimately, however, the Sheriff is an independently elected department head and not directed or evaluated by County administration. Upon request of the Sheriff, County staff are available to assist the Sheriff with this recommendation.

- R6 By June 30, 2015, the leadership of the Sheriff's Department, in collaboration with HR, shall develop and implement an internal training program to promote and**

encourage upward mobility within the department up to and including the elected official's position. Such a training program will serve as a blueprint for department succession planning.

Yolo County Deputy CAO/HR Director response: Human Resources stands ready to assist the Sheriff in implementing this recommendation if he so chooses. It is important to note, however, that Human Resources cannot unilaterally implement this recommendation as the State constitution provides independent authority to elected department heads thus limiting the role of County administration. Appointed county staff strive to provide advice and assistance whenever possible. Ultimately, however, the Sheriff is an independently elected department head and not directed or evaluated by County administration. Upon request of the Sheriff, County staff are available to assist the Sheriff with this recommendation.

R7 By December 1, 2014, HR shall review and update Harassment and Ethics online training programs and implement a training program that includes classroom (in-person) training.

Yolo County Deputy CAO/HR Director response: This recommendation will be implemented. Like most cities and counties, Yolo relies on online trainings and coursework from organizations such as the Attorney General's Office. The AB 1234 training and Harassment Prevention training, though online, are updated annually. These mandated programs have been available online in Yolo County for six years; that timeframe makes now a good time to evaluate their effectiveness. Should Human Resources determine that a classroom training is a more effective method to deliver the training, those opportunities will be made available. By December 1, 2014, Human Resources will pilot classroom training for Harassment Prevention and obtain evaluations from participants in order to assist with the determination of effectiveness.

R8 By November 1, 2014, the CAO shall revise and extend the current 360 degree evaluation process to include an opportunity for all elected department heads to participate.

Yolo County CAO response: This recommendation has already been implemented. Since the implementation of 360 evaluations in October 2012, all Yolo County elected department heads have been extended the opportunity to be evaluated in this manner; only one has taken advantage of this opportunity to date.