



County of Ventura  
Sheriff's Administration

Memorandum

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AUG 25 1999

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To: Honorable Charles Campbell  
Presiding Judge, Superior Court

From: Sheriff Bob Brooks *[Handwritten initials]*

Date: August 23, 1999

Subject: **RESPONSE TO GRAND JURY REPORT**

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### Overview

The Sheriff's Department appreciates the effort by the Grand Jury in preparing its annual review and for the thorough observations and recommendations regarding our operations as listed in the *1998-1999 Final Report*. These comments are welcomed and allow for an objective review regarding this Department's policies and procedures.

The Sheriff's Department was asked to respond to recommendations of the "Law, Justice and Public Safety" section of the Grand Jury Report as discussed in a letter to the Sheriff dated June 21, 1999. Specifically, the Grand Jury has requested responses from the Sheriff on (2) recommendations presented in the chapter entitled, "A Review of the Evacuation Plan for the Hall of Justice":

### Recommendation #6

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*Stickers with emergency phone numbers be placed on every county phone. The county phones could have a designated number such as 1234, which would go through to the proper authority.*

**Response:** Although this idea is one the Sheriff's Department would support, Information Systems Department (ISD) would be the proper

authority to develop the creation of stickers, telephone routing and emergency phone line identification. General Services Agency (GSA) is evaluating a dual response/verification system for all 911 calls originating from county telephones.

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### Recommendation #7

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*“A comprehensive evacuation drill of all buildings in the Ventura County Government Center including the Main Jail be done simultaneously. Volunteers could be used to simulate prisoners.”*

**Response:** Each agency is responsible for creation of its own evacuation plan and policy. Policy dictates all employees are familiar with the plan and training be provided on a scheduled basis. As an example, the Court Services Bureau, along with the Main Jail, has an evacuation plan in place. In order to conduct a Government Center evacuation drill, General Services Agency (GSA), under direction of the Chief Administrative Officer (CAO), would need to coordinate and plan with all agencies. It is estimated every employee on the campus would be impacted a minimum of one hour. Using volunteers to simulate a full evacuation of the Main Jail would require over 700 personnel. An alternative may be to conduct such a drill to the parking area on a much smaller scale.

cc: Ventura County Grand Jury  
Lin Koester, Chief Administrative Officer  
Robert Sherman, CAO's Office