



# VENTURA COUNTY SHERIFF'S DEPARTMENT

RECEIVED  
BOB BROOKS  
SHERIFF

• CRAIG HUSBAND  
UNDERSHERIFF

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June 13, 2003

RECEIVED  
VENTURA COUNTY SUPERIOR COURT

JUN 26 2003

Honorable Bruce A. Clark  
Presiding Judge of the Superior Court  
Ventura County Hall of Justice  
800 S. Victoria Avenue  
Ventura, CA 93009

OFFICE OF THE  
PRESIDING JUDGE

Dear Judge Clark,

In accordance with California Penal Code section 933.05, this letter is in response to the findings and recommendations found in the Ventura County (2002-2003) Grand Jury report entitled *Ventura County Sheriff's Department, Inmate Welfare Fund*.

### Findings

We concur with all the Grand Jury's findings and are very pleased that its members acknowledge the Sheriff's Inmate Welfare Fund as being a "high quality" program. Additionally, we are proud that the Grand Jury recognizes our inmate rehabilitation programs as being "superior to like programs at similar institutions" they have visited.

### Recommendations

- R-1. *That the Policies and Procedures of the Sheriff's IWF Committee be amended to require biannual meetings of the Committee as a minimum.*
- R-2. *That the Policies and Procedures of the Sheriff's IWF Committee be amended to require that prior to any scheduled Committee meeting an agenda be determined and published for the Committee.*
- R-3. *That the Policies and Procedures of the Sheriff's IWF Committee be amended to require that minutes of Committee meetings be taken and recorded as a matter of official Committee record.*

**SPECIAL SERVICES**

6401 Telephone Road, Suite 200  
Ventura, CA 93003  
(805) 477-7011 FAX (805) 477-7010

**PATROL SERVICES**

2101 East Olsen Road  
Thousand Oaks, CA 91362  
(805) 494-8261 FAX (805) 494-8295

**DETENTION SERVICES**

800 South Victoria Avenue  
Ventura, CA 93009  
(805) 654-2305 FAX (805) 654-3500

**SUPPORT SERVICES**

800 South Victoria Avenue  
Ventura, CA 93009  
(805) 654-3926 FAX (805) 654-2109

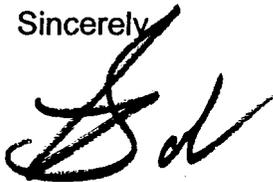
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- R-4. That the biennial audits performed on the IWF for the Sheriff include review of the minutes of the previous biannual meetings.*
- R-5. That, in so far as is feasible with IWF resources, the educational services at the Todd Road Jail and the Ojai Women's Facility be maintained at their present level or increased.*

**Response**

We appreciate the recommendations made by the Grand Jury and have already incorporated their suggestions R-1 through R-4 into our Inmate Welfare Fund Committee Policy (see attachment.) As to recommendation R-5, we will do what we can to maintain the current level of educational services provided to our inmate population. However, in these difficult times of budget cuts and fiscal restraint, together with the permanent closure of the Ojai Women's Facility, some adjustments to programs available to inmates may have to be unavoidable.

Sincerely



BOB BROOKS  
Ventura County Sheriff

## **INMATE WELFARE FUND COMMITTEE POLICY**

**Subject: Inmate Welfare Fund Committee**

### **Policy**

To establish an Inmate Welfare Fund committee that will set policy and formulate procedures in matters related to the maintenance and monitoring of, and expenditures from, the Inmate Welfare Fund.

**References:** Penal Code Section 4025

### **Committee Members**

The Inmate Welfare Fund Committee shall consist of the following members:

- Sheriff, or designee, who shall serve as Chairman of the Committee
- Commander of the Pre-Trial Detention Facility
- Commander of the Sentenced Facility
- Inmate Services Programs Manager or designee
- Fiscal Manager of the Sheriff's Business Office
- (Member-at-large, selected by the Sheriff)\*\*

\*\*Pending final approval of the Sheriff

### **Meetings**

- The Committee shall meet once every two months or more often as necessary at the discretion of the Chairman. At a minimum, the Committee will be required to meet biannually.
- Prior to any scheduled meeting, an agenda shall be determined and published to Committee members.
- Minutes of Committee meetings shall be taken and recorded as a matter of official Committee record.

### **Primary Duties and Responsibilities**

1. The Committee will set policy on what constitutes appropriate expenditures for the Inmate Welfare Fund to ensure that such expenditures shall be in accord with existing law.
2. The Committee will exercise review and approval of expenditures from the Inmate Welfare Fund of \$1,000.00 or greater, including but not limited to, the establishment of "blanket" purchase orders.
3. The Committee will exercise oversight of the Inmate Commissary operation.
4. The Committee will establish an annual Inmate Welfare Fund budget.
5. The Committee will conduct periodic reviews of Inmate Welfare Fund accounting practices and procedures.
6. The Committee shall develop policy recommendations concerning compensation of contract employees engaged in Programs and Inmate Welfare for the Sheriff's final review and approval prior to the preparation of the recommendations to the Board of Supervisors.
7. The Committee shall review and approve all financial reports and statements related to the Inmate Welfare Fund and the Inmate Commissary operation.
8. The Committee shall in July of each year review goal and objectives developed by the Program Administrators within the Program Services Bureau.
9. The Committee shall initiate a biennial audit of the finances and operational aspects of the Commissary. The audit shall be conducted by an organization separate from the Sheriff's Department and shall include a review of minutes from Committee meetings during the audit period. The results of the audit shall be submitted to the Board of Supervisors, and made available to the public and the inmate population upon their request.