



VENTURA COUNTY SHERIFF'S DEPARTMENT

- BOB BROOKS
SHERIFF
- CRAIG HUSBAND
UNDERSHERIFF

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July 26, 2004

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VENTURA COUNTY SUPERIOR COURT

AUG - 5 2004

OFFICE OF THE
PRESIDING JUDGE

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

Dear Judge Clark:

On June 8, 2004, the Grand Jury released a report entitled, "Public Records Act Implementation." In the report, the Grand Jury conducted an audit based upon a complaint that one of the county's cities was refusing to release public records. Upon finding that the complaint was not sustained, the Grand Jury decided to review the county's policy and procedures for response to requests for information under the Public Records Act (PRA).

The Grand Jury report expressed concern regarding the county government's lack of an overall policy. Specific observations were made about several county departments. One reference was that the Sheriff's Department was not able to provide an annual audit report documenting our response to Public Records Act requests. Further research indicates the Custodians of Record in each of our primary PRA request sites – Central Records, Crime Lab, Dispatch and Detention Services Legal Unit – do track the information you sought, but on an individual unit basis and not department-wide.

The Sheriff's Department is in the process of developing a General Order (policy) regarding response to requests for information under the Public Records Act. Along with the development of this formal policy, Sheriff's Information Bureau is developing a computerized spreadsheet that will provide department-wide tracking of Public Records Act requests, approval, denials and partial releases. The Custodians of Record will input Public Records Act response data and create a central repository for an annual Public Records Act report that could be made available. That system is now in development and should be completed in the fall.

If you have any additional questions, please feel free to contact Commander Kathy Kemp at 477-1990.

Sincerely,

BOB BROOKS
Ventura County Sheriff

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VENTURA COUNTY GRAND JURY

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