

**Response to Grand Jury Report Form**

**Report Title:** Port Hueneme Police Department Public Records Request Process

**Report Date:** April 23, 2015

**Response by:** Sylvia Muñoz Schnopp **Title:** Mayor

**FINDINGS**

- I (we) agree with the findings numbered: FI-01, FI-02, FI-03
- I (we) disagree wholly or partially with the findings numbered: \_\_\_\_\_  
*(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefore.)*

**RECOMMENDATIONS**

- Recommendations numbered R-01, R-02 have been implemented.  
*(Attach a summary describing the implemented actions.)*
- Recommendations numbered \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
*(Attach a timeframe for the implementation.)*
- Recommendations numbered \_\_\_\_\_ require further analysis.  
*(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)*
- Recommendations numbered \_\_\_\_\_ will not be implemented because they are not warranted or are not reasonable.  
*(Attach an explanation.)*

Date: 06-01-15      Signed: 

Number of pages attached 2

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**VENTURA COUNTY**  
**GRAND JURY**



# City of Port Hueneme

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June 2, 2015

The Honorable Donald D. Coleman  
Presiding Judge, Superior Court of California  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009

**Subject: Port Hueneme Police Department Public Records Request Process**

Dear Judge Coleman:

The City of Port Hueneme received the 2014-2015 Ventura County Grand Jury report, "Port Hueneme Police Department Public Records Request Process." In accordance with Penal Code section 933.05, we submit this response to the Grand Jury's findings and recommendations.

The Grand Jury requires a response to findings FI-01, FI-02, FI-03, and recommendations R-01, R-02.

**Findings**

**FI-01:** The PHPD follows State law and its own internal policies in determining the need to generate a police report.

**Response to FI-01:** The City agrees with the findings. The Port Hueneme Police Department (PHPD) goes to great lengths to ensure that all employees comply with State law, as well as Department and City Policy.

**FI-02:** The PHPD has a process in place for the public to request Call for Service reports, police reports, and other information. The process and applicable forms are not well publicized or easily available to the public.

**Response to FI-02:** The City agrees with the findings. The Police Department website has been updated to explain the appropriate process and to make the applicable forms easily available to the public.

**FI-03:** The criteria for the PHPD to write a police report are not publicized. The fact that the public is not entitled to a police report when the incident did not warrant a police report is also not publicized.

## **RESPONSE TO GRAND JURY**

**June 2, 2015**

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**Response to FI-03:** The City agrees with the findings. The Police Department website has been updated outlining PHPD's criteria for taking reports.

### **Recommendations**

**R-01:** The Grand Jury recommends that the Port Hueneme City Council direct the PHPD to publicize its criteria for producing police reports and the types of information/reports available to the public.

**Response to R-01:** This recommendation has already been implemented. The Police Department website has been updated so that PHPD's criteria for producing police reports and the types of information/reports available to the public is readily accessible to the public. This information has been placed on the Department's homepage in a conspicuous location so that it can be quickly found and accessed without the need to perform a manual search or to browse multiple pages.

**R-02:** The Grand Jury recommends that the Port Hueneme City Council direct the PHPD to update its website to contain information on how to request records and reports and to directly provide any necessary forms, including the Request for Information for Records form.

**Response to R-02:** This recommendation has already been implemented. The Police Department website has been updated and this information has been placed on the Department homepage in a conspicuous location so that it can be quickly found and accessed without the need to perform a manual search or to browse multiple pages. The Request for Information for Records form, in both English and Spanish, is easily accessible as a PDF (Portable Document Format) file by clicking on a link. The form can be downloaded or printed.

On June 1, 2015, the Port Hueneme City Council approved this Grand Jury report response and authorized the Mayor and Interim Chief of Police to make this reply. We appreciate the Grand Jury's efforts in looking into this matter.

Sincerely,



**Sylvia Muñoz Schnopp**  
Mayor



**Robert Albertson**  
Interim Chief of Police

c: Foreperson, Ventura County Grand Jury  
800 S. Victoria Avenue  
Ventura, CA 93009