



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/20/2018

Agenda Placement: 6BB

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Molly Rattigan for Minh Tran - County Executive Officer
County Executive Office

REPORT BY: Helene Franchi, Deputy County Executive Officer - 253-4820

SUBJECT: Adopt Resolution Adding Section 11 to Part I of the County Policy Manual: Grand Jury Investigations

RECOMMENDATION

County Executive Officer requests adoption of a resolution adding Section 11 to Part I of the County Policy Manual effective March 20, 2018, memorializing County practices and policies regarding cooperation with Grand Jury investigations.

EXECUTIVE SUMMARY

The proposed resolution would amend the Napa County Policy Manual in Part I, to add Section 11, effective March 20, 2018, which would set forth policies and procedures for Grand Jury investigations. Today's action will serve to memorialize those policies and procedures that County staff has been adhering to for years and will also serve to assist new employees in understanding the importance of the Grand Jury and its investigations and provide guidance on what is expected of County employees called upon to provide information to the Grand Jury.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

California Penal Code Part 2 Title 4 provides the general provisions for formation and operation of a Grand Jury in each county. The primary function of the Grand Jury is to examine all areas of local government: county, city, school districts and special districts. The Civil Grand Jury in Napa County conducts non-criminal investigations to ensure that government funds are judiciously used, services are effectively delivered and that all accounts are properly audited.

In order to facilitate the process of County cooperation with Grand Jury investigations, the County Executive Officer recommends that a policy be adopted by the Board to assist all County employees in understanding what is expected when called upon to provide information to the Grand Jury. This policy will also provide employees helpful guidance and a way of understanding the legal process and timeliness associated with Grand Jury investigations.

SUPPORTING DOCUMENTS

- A . Resolution
- B . Exhibit A - Part 1 Section 11 of the Policy Manual (draft)

CEO Recommendation: Approve

Reviewed By: Helene Franchi