

Placer County

RESPONSES TO THE 2005-2006

GRAND JURY

FINAL REPORT

The following pages apply only to issues relative to Placer County Animal Services.

The Grand Jury report can be found in its entirety at:

http://www.placercourts.org/ftp/grandjury-2005-2006/Responses_FinalReport_2005-2006.pdf

Placer County Animal Control Department

RECOMMENDATIONS:

1. Animal control officers should not carry sidearms, and all firearms within the vehicles should be secured in a locked compartment.

This recommendation has not yet been fully implemented but will be by August 31, 2006.

Response from Manager:

Placer County Animal Services (PCAS) is currently developing new Policies and Procedures that will replace sidearms with rifles. New gun racks and safety locks are scheduled to be installed in the cabs of all Animal Control trucks no later than July 21, 2006.

Response from HHS Director:

The Department has been working with CEO, the Sheriff's Office and the PPEO Union during the past several months to prepare for this transition. We have surveyed surrounding counties to assure that we have developed a "best practices" approach and have developed a timeline for this impending transition. HHS has already acquired the appropriate rifles, the storage safes and the locking truck cab mounts for these rifles. The Sheriff's Office will be providing the necessary training to our Animal Control Officers in July, and we expect to accomplish this transition by the end of August. HHS is confident that this transition is enhancing the tools and training provided to the Animal Control Officers and assists them in their vital service to the community.

2. Field staff should be trained In accordance with the California Penal Code Section 832.

This recommendation is currently implemented.

Response from Manager:

All field staff are required to have completed training in an Arrest and Firearms, PC 832 course. This is a prerequisite to qualify for a position interview. All current staff have completed this training.

3. Written procedures and instructions should be provided for staff to follow when handling donations.

This recommendation has been implemented.

Response from Manager:

New written procedures for handling donations have been developed and distributed to staff as part of the newly revised PCAS Policy and Procedure Manual.

Response from HHS Director:

As stated above, policies and procedures have been updated and reviewed with staff. These procedures are consistent with our departmental and County guidelines.

4. The authority level within the department and agency to accept donations, the process for documentation of donations, and, when requested, the process to direct the donations to the specified activities should be identified and documented.

This recommendation has been implemented.

Response from Manager:

For accounting purposes, the Program Manager for Animal Control is responsible for accepting all donations over \$100.00. Regardless of whether a donation is over the counter, through the mail or from third party events, it is promptly recorded, receipted by the Administrative Clerk and acknowledged by a letter of thanks. If not specified, all donations are directed to the "Greatest Need" account. If specified, a journal entry is made in the peg-board accounting system and the donation directed to that activity .

Response from HHS Director:

As stated above, these policies and procedures are consistent with departmental and County guidelines. We have increased our efforts and improved our communication with potential donors to lessen any miscommunication regarding how an individual's donation might be used.

If an individual has a particular request we will demonstrate to the donor how we will assure their desired application of their donation or arrive at some other mutually acceptable resolution.

5. Staff training on these new policies and procedures should be conducted.

This recommendation has been implemented.

Response from Manager:

Staff training on the new Accepting Donations policy has been completed.

Response from HHS Director:

HHS is fortunate to have a highly qualified Animal Services Manager who was appointed earlier this year. One of his first priorities was to completely review and update the Animal Services Policy and Procedure Manual. While it is understood that this is a "living document" that requires continual reassessment to assure best practice and quality assurance, this extensive review has been completed. I am pleased to report that all of the above mentioned findings and recommendations have been addressed appropriately.

6. The Placer County Animal Control Department should consider a formal plan to recognize individuals and groups making donations to the Department.

This recommendation has been implemented.

The Honorable Frances Kearney
Response to the Grand Jury Report 2005/2006

Response from Manager:

All current donors who contribute gifts valued at \$100.00 or more will receive a letter of appreciation from the Division Program Manager, and their names will appear in upcoming issues of Placer County Animal Services' quarterly Newsletter. All donors, regardless of the size of their donation, will receive a letter of recognition and thanks from the Animal Services Manager.

Response from HHS Director:

As stated above, HHS recognizes the value and importance of identifying those who support us in all aspects of our department-wide operations.