

Instructions for Respondents

California law PC § 933.05 requires that those responding to the Grand Jury report must provide a response for each individual finding and recommendation within a report not a generalized response to the entire report. Explanations for disagreements and timeframes for future implementation or analysis must be provided. Please follow the format below when preparing your response.

Response Format

1. Find the **Responses Required** table that appears near the end of the report. Look for the row with the name of the entity you represent and then respond to the Findings and/or Recommendations listed in that row.
2. Provide the title and page number from the Grand Jury report.
3. Provide the date of your response.
4. For Findings, provide a copy of the original Finding and then indicate one of the following responses *and* provide the required additional information:
 - **AGREE** with the Finding,
 - **PARTIALLY AGREE or PARTIALLY DISAGREE** with the Finding and specify the portion of the Finding that is disputed and include an explanation of the reasons therefore, or
 - **DISAGREE** with the Finding and provide an explanation of the reasons therefore.
5. Regarding the Recommendations, provide a copy of the original Recommendation and then select one of the following actions *and* provide the required additional information:
 - **HAS BEEN IMPLEMENTED**, with a summary regarding the implemented action,
 - **HAS NOT YET BEEN IMPLEMENTED BUT WILL BE IMPLEMENTED IN THE FUTURE**, with a timeframe or expected date for implementation,
 - **REQUIRES FURTHER ANALYSIS**, with an explanation and the scope and parameters of an analysis or study, and a timeframe for that analysis or study; this timeframe shall not exceed six months from the date of publication of the grand jury report,
 - **WILL NOT BE IMPLEMENTED** because it is not warranted or is not reasonable, with an explanation therefore.
6. If responding to more than one report, respond to each in a separate document or on separate pages of one document.
7. For an example, see 2008-2009 Final Report with Responses at the Grand Jury web site: <http://www.co.santa-cruz.ca.us/grandjury>.

If you have questions about the response report, please contact the Grand Jury by calling 831-454-2009 or by sending an e-mail to grandjury@co.santa-cruz.ca.us.

Where to Respond

1. Send a hard copy of your response to:

The Honorable Judge Paul Burdick
Santa Cruz Superior Court
701 Ocean Street
Santa Cruz, CA 95060
2. Send an electronic version of your response(s) via e-mail to the Grand Jury at grandjury@co.santa-cruz.ca.us. Please send all responses as a Microsoft Word document.

Due Dates

Elected officials or administrators are required to respond within 60 days of the Grand Jury report's publication. Responses by the governing body of any public entity are required within 90 days.