

# 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 using the custom form provided to you.
2. For Findings, indicate one of the following responses and provide the required additional information:
  - AGREE with the Finding,
  - 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.
3. For Recommendations, 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.

If you have questions about the response report, please contact the Grand Jury by calling 831-454- 2099 or by sending an e-mail to [grandjury@co.santa-cruz.ca.us](mailto:grandjury@co.santa-cruz.ca.us).

### ***How and Where to Respond***

1. Please download and fill out the electronic Adobe PDF Response Form provided to you for your responses. There is one form page for each Finding and Recommendation. Be sure to save any changes you make to the form.
2. Print and send a hard copy of the Adobe PDF Response Form to:  
The Honorable Judge Timothy Volkmann  
Santa Cruz Superior Court  
701 Ocean Street  
Santa Cruz, CA 95060
3. Email the completed Adobe PDF Response Form, as an attachment, to the Grand Jury at [grandjury@co.santa-cruz.ca.us](mailto:grandjury@co.santa-cruz.ca.us).

### ***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.