



**RESPONSE TO THE SAN BERNARDINO COUNTY
2017-2018 GRAND JURY FINAL REPORT
FROM THE SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT**



JOHN McMAHON, SHERIFF - CORONER

July 24, 2018

Honorable John P. Vander Feer
Presiding Judge Superior Court
San Bernardino County
247 West Third Street, 11th Floor
San Bernardino, CA 92415

RECEIVED
JUL 25 2018
San Bernardino County Grand Jury

Dear Honorable Judge Vander Feer:

Pursuant to California Penal Code Section 933.05, please accept the following responses to the findings and recommendations for the 2017-18 San Bernardino County Grand Jury's Final Report that was presented to your office on or about July 1st, 2018.

As you know, the Grand Jury's Law & Justice subcommittee listed findings and made recommendations for change. My staff has reviewed their Final Report and offer our responses to the recommendations made for the following operational areas:

- *18-15 through 18-21: Inmate Welfare Fund*

Please let me know if there is any additional information you may need for clarification on our position. An informational copy of our responses is being provided to the County's Board of Supervisors, as is required by law.

Best Regards,



John McMahon, Sheriff-Coroner/Public Administrator

cc: County Board of Supervisors
County Administrative Office

ATTACHMENT I

2017-18 GRAND JURY REPORT RESPONSE FORM

FILED
SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO
GRAND JURY

JUL 25 2018

BY NORMA GROSJEAN
NORMA GROSJEAN, DEPUTY

GROUP Law & Justice
DEPARTMENT Sheriff-Coroner
SUBMITTED BY John McMahon, Sheriff-Coroner

DATE 8/1/2018
RECOMMENDATION NO. 18-15 – 18-21
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FINDINGS/RECOMMENDATIONS – AGREE/DISAGREE:

RECOMMENDATION 18-15:

Revise the Sheriff's Department public website to indicate the existence of the Inmate Welfare Fund and Inmate Welfare Trust Fund Committee to increase public awareness.

RESPONSE: The Sheriff's Department **AGREES** and acknowledges the lack of content on our website related to the Inmate Welfare Fund and Inmate Welfare Trust Fund Committee. We have incorporated that material onto our website and will keep it updated moving forward.

RECOMMENDATION 18-16:

Review regularly (e.g. every two years) and update (as needed) the Inmate Welfare Trust Fund Committee Guidelines.

RESPONSE: The Sheriff's Department **AGREES** with this recommendation and has placed measures to review and update the Inmate Welfare Trust Fund Committee Guidelines biannually. The guidelines were last updated in 2014 and are nearing update completion for acceptance at the July 30th, 2018, Inmate Welfare Board Meeting.

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RECOMMENDATION 18-17:

Establish and update a strategic master plan of spending that will guide the Inmate Welfare Trust Fund Committee when considering spending requests.

RESPONSE: The Sheriff's Department AGREES and acknowledges the lack of a strategic master plan for the Inmate Welfare Trust Fund Committee. A strategic plan was drafted in January of 2018 and will be used to guide the Inmate Welfare Trust Fund Committee on future goals within the Division. This is considered a draft simply because a detailed strategic business plan is applicable and in development. The goal of the strategic business plan is to guide the Inmate Welfare Trust Fund Committee in consideration of spending requests and future goals to enhance inmate successes and needs. The strategic business plan will be presented to the Inmate Welfare Trust Fund Committee for approval in September of 2018 and updated annually.

RECOMMENDATION 18-18:

Establish and maintain an inventory of assets available to inmates for their benefit to assist the Inmate Welfare Trust Fund Committee in implementation of the master plan of spending (e.g. the remaining life of assets).

RESPONSE: The Sheriff's Department AGREES and recognizes the need to maintain an inventory of assets and their depreciative value. The County currently conducts an annual inventory of all fixed assets purchased with an initial purchase value over \$5,000, which includes assets from the Inmate Services Unit. The Department recognizes the need to inventory assets purchased under the \$5,000 amount. To do so, the Inmate Services Unit purchased Microsoft Dynamics 365 Business Software on July 13th, 2018, that can accurately track current inventory of assets, expenditures, project management, and provide real-time financial analytics.

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RECOMMENDATION 18-19:

Conduct an assessment of inmate needs (education, training, counseling etc.) for use in guiding expenditures of the Inmate Welfare Fund.

RESPONSE: The Sheriff's Department AGREES with the need to continuously assess the needs of inmate programs that guide expenditures of the Inmate Welfare Fund. Because of the fluctuating inmate population and reduced sentencing, trying to identify individual inmate programming needs is a complicated manually administered process, which is difficult with over 1,700 countywide inmates currently involved in programming. The Inmate Services Unit is considering an automated process to identify programs specific to individual inmate needs that will be incorporated into the educational tablets currently in early trial stages. However, the programs currently offered by the Inmate Services Unit are in line with successful programming offered by other agencies.

RECOMMENDATION 18-20:

Establish a mechanism for tracking the progress of inmates with regard to education, training and counseling for use in guiding expenditures of the Inmate Welfare Fund.

RESPONSE: The Sheriff's Department AGREES and recognizes the need to track inmate's progress as it pertains to inmate programs. Currently, such tracking is a labor intensive manual process to derive statistical data on the effectiveness of programming. The addition of a Staff Analyst II (approved by Inmate Welfare Trust Fund Committee in November 2017 and the County Board of Supervisors on June 12th, 2018) to the Inmate Services Unit will be a catalyst for tracking the progress of inmates in respective programs. Those statistics can then be used as guide for the Inmate Welfare Committee in steering expenditures in hopes to reduce recidivism and improve the quality of life of those formerly incarcerated.

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2017-18 GRAND JURY REPORT RESPONSE FORM

RECOMMENDATION 18-21:

Establish a practice that will ensure a financial report shall be submitted to the Board of Supervisor's each year as required in PC§4025.

RESPONSE: The Sheriff's Department AGREES with the importance of keeping the San Bernardino County Board of Supervisors informed about the Inmate Welfare Fund. Calendar reminders have been implemented by the Sheriff's Bureau of Administration Division and the Inmate Services Unit to prevent oversight and/or delay of submitting annual itemized expenditure reports to the County Board of Supervisors.