



REPORTS



GRAND JURY FINAL REPORTS

INTRODUCTION

The Grand Jury is tasked with conducting operational audits and reviewing various aspects in offices throughout San Bernardino County, which includes offices of the County, Cities, Special Districts and School Districts. The Grand Jury divided into four separate committees in order to optimize their time and resources. Those committees were Cities/Special Districts, County, Human Services and Law & Justice.

Many of the agencies/departments that may be visited are:

- Airport
- Assessor/Recorder/County Clerk
- Auditor/Controller-Treasurer/Tax Collector
- Behavioral Health
- Board of Directors
- Board of Supervisors
- Central Collections
- Children and Family Services
- Cities/Municipalities
- Community Services
- County Administrator
- County Clerk – Elections
- County Counsel
- County District Attorney
- County Fire Department
- County Probation Department
- County Public Defender
- County Sheriff/Coroner
- County Superintendent of Schools
- Department of Social Services
- Detention Facilities
- Economic Development Agency
- General Services
 - Building – Grounds
 - Emergency Services
 - Fleet Management Department
 - Mail Services/Printing
 - Purchasing
 - Real Estate
 - Risk Management
 - Human Resources – Civil Service
 - Permit and Resource Management Department
 - Public Works

Hospital
Human Resources
Human Services
Juvenile Dependency Court - Probation
Mental Health Services
Municipal Fire Departments
Municipal Police Departments
Preschool Services
Public Guardian
Public Health
Public K-12 School and Community College Districts
Senior Services
Special Districts (Community Service Districts and others including Water, Fire Protection, Parks and Recreation, Street Lighting)

This year, the Grand Jury was busy with visits to the following agencies/departments:

211 Call Center
Affordable Health Care
Airports
Arrowhead Regional Medical Center
Assessor/Recorder
Auditor/Controller-Treasurer/Tax Collector
Barstow Cemetery
Big Bear Alpine Zoo
Board of Supervisors
City of Chino
City of Grand Terrace
City of Ontario
City of Rancho Cucamonga
City of Rialto
City of San Bernardino
County Library
County of San Bernardino Superintendent of Schools
Daggett
Department of Aging and Adult Services
Department of Behavioral Health
Department of Public Health
Detention Centers
Economic Development Agency
Fifth District Supervisor
First 5
First District Supervisor
Fleet Management Department
Housing Authority of the County of San Bernardino
Newberry Springs

Probation Department
Program Integrity Division
Public Health
Public Works
Purchasing
Registrar of Voters
San Bernardino Associated Government
San Bernardino County Local Agency Formation Commission (LAFCO)
sbX Omnitrans
Second District Supervisor
Sheriff/Coroner Department
Transitional Assistance Department
Veteran Affairs
Victor Valley Union High School District
Workforce Investment Board (WIB)
Yermo

California Penal Code (CPC) 919(b) states: “*The Grand Jury shall inquire into the condition and management of the public prisons within the County.*” Therefore, the following penal institutions, which are designated detention centers by the County of San Bernardino, were inspected and are included in this report:

Central Detention Center
Glen Helen Detention Center
High Desert Detention Center (opened February 2014)
Victorville Jail
West Valley Detention Center

In addition to the Detention Centers, the following reports were written and approved for inclusion in this, the 2013-2014 Grand Jury Final Report:

Freeway Service Patrol
Sheriff/Coroner, Ethics
Sheriff/Coroner, Mobile Command Unit
Sheriff/Coroner, Specialized Investigations Division, Hi-Tech Crime Unit
Victor Valley Union High School District, Tracking Equipment and Assets

FREEWAY SERVICE PATROL

BACKGROUND

The Freeway Call Box program had been studied by the 2012-2013 Grand Jury and it was noted that \$500,000 had been allocated to the Freeway Service Patrol (FSP) Program. The 2013-2014 Grand Jury members were not aware of the FSP Program and decided it would warrant their attention. The FSP Program is a complimentary program serving two purposes: quick-fix repairs of disabled cars on heavily traveled freeways and removal of disabled cars to a designated location (drop site). The program strives to lessen traffic delays, reduce fuel consumption and vehicular emissions. In addition, it seeks to reduce the amount of time a motorist is in unsafe conditions and the likelihood of a secondary traffic incident.

METHODOLOGY

Research: Grand Jury members reviewed the budgets for Fiscal Year 2013-2014 funding the Freeway Service Patrol. These budgets included Service Authority for Freeway Emergencies (SAFE) and California Department of Transportation (Caltrans). The Grand Jury members reviewed the coverage area for the FSP in San Bernardino County (referred to as Beats), available on the San Bernardino Associated Governments (SANBAG) website at www.sanbag.ca.gov. The FSP Standard Operating Procedures (SOP) were reviewed by the Grand Jury. The SOP, updated in January 2009, was issued in conjunction with the California Highway Patrol, Riverside County Transportation Commission, SANBAG and Caltrans. SANBAG's agendas and minutes available on the internet were consulted to obtain timely information.

Interviews: The Grand Jury visited the SANBAG office interviewing the Air Quality & Mobility Program Specialist with SANBAG, the Director of Management Services and the Chief of Air Quality and Mobility Programs to discuss program policies and procedures, budgets and operations. Grand Jury members visited a recommended service provider of the San Bernardino County FSP located in Rialto, California. Additional specific information on the daily operations and the enforcement of program guidelines were discussed with the FSP drivers.

FACTS

The FSP is funded by Caltrans (80%) and by SAFE (20%) paid through vehicle registration fees of \$1.00 per vehicle. The FSP budget contains allocations for Employees, Professional Services, Consulting Services, Legal Fees, Maintenance, Training, Postage, Travel, Printing, Communications, Office Expense, Meeting Expense and Indirect-Allocations.

Several tow companies have serviced San Bernardino County including Roy and Dot's Towing, Pepe's Towing, Pomona Valley Towing and Steve's Towing. SANBAG approves the release of a Request for Proposals (RFP) when a service provider is needed for a Beat. The RFPs are posted on SANBAG's website and published in the *San Bernardino Sun*, *The Press Enterprise*, the *Inland Valley Daily Bulletin*, and *La Opinion*. RFP notifications are sent to vendors in the area who specialize in the needed services. Proposals for FSP service providers are rated on the following categories: Qualifications, Related Experience and References-35%; Proposed Staffing and Project Organization-30%; Work Plan-10% and Price-25%. Based on ratings a short list is given to the FSP RFP Evaluation Committee who conduct additional interviews and site visits prior to making its decision. Each contract is valid for five (5) years with no extensions available. The FSP has brought on three (3) new service providers within the last year.

A procurement process is used when bringing new Beats into existence. The number of FSP Beats has varied since the inception of the program. Eight (8) Beats exist during fiscal year 2013-2014. A Benefit Cost Model is utilized to determine potential Beat changes or additions. The model depends on traffic volume, population, topography, carpool lanes and the availability of freeway shoulders. If a Beat has a score greater than three, then it is a location that warrants coverage by FSP service providers. Scores of the different freeways within San Bernardino County vary. Beat 4 has scores greater than nine. FSP provides service hours in the morning and afternoon rush hours that may vary on holidays. Payment to tow providers is based on a negotiated contracted hourly rate.

Temporary Procedures

A temporary Beat may be initiated during a construction project for the length of the construction project only and is funded by the construction project. Caltrans and SANBAG have a major Construction FSP project (Beat 9C) beginning March 20, 2014, from Palm/Kendall on the I-215 N. to Cleghorn on the I-15 N. Funding is set at \$2M for a five-year construction project. Drop sites are appropriately located throughout this construction Beat. Approximately 60 hours a week, including Saturday and Sunday, will be the patrol times for this Beat.

Another Construction FSP project is the Bi-County project (Beat 6C) that occurs on the I-215 in Riverside and San Bernardino Counties. Because of construction in the Grand Terrace area with reduced lanes and no shoulders, there is coverage for Beat 6C from 5:30 a.m. to 7:00 p.m. Monday through Friday.

Operational Procedures

FSP trucks are clean, well-maintained and easily identifiable with the logo prominently displayed on magnetic signs affixed to the truck. FSP trucks are stocked with a variety of required tools and equipment including five (5) gallons of gas, five (5) gallons of diesel, and water. Towing and safety equipment are stowed in an organized manner in the truck. Drivers are assigned to the same truck each day to maintain responsibility for tools and equipment. Two trucks patrol each Beat for disabled vehicles on opposite sides of the freeway and respond to CHP dispatch calls for service. A certified FSP backup truck is ready on each shift if a primary truck goes out of service for any reason. A certified FSP backup truck can be called to service within forty-five minutes. When a Beat ends, the magnetized signs are removed from the vehicle and the driver changes from the FSP identifiable uniform. The truck can then be used for regular service provided by the tow truck company.

Recipients of FSP assistance receive a standardized level of service from trained drivers. FSP drivers must attend the CHP training class, pass background checks and drug screening, and follow procedures in the SOP Manual. The drivers participate in ongoing training through the CHP. The FSP driver's tow truck must pass a daily CHP checklist to ensure the vehicle contains the required supplies and is road ready and safe. The drivers are required to wear their FSP Operation Uniform consisting of a navy blue uniform, black boots with steel toes and a safety vest. Drivers may not wear piercings or display tattoos. They may not accept gratuities for their services. In addition, service providers may not recommend a repair site to the driver of the disabled vehicle.

FSP Program explanations are found in brochures that are distributed to drivers of disabled vehicles on the selected freeway segments. Drivers having disabled vehicles sometimes resist assistance from the FSP due to unfamiliarity with the program. Time is of the essence as the service provider has approximately 10 minutes to provide a quick repair or move the disabled vehicle to an approved drop site. Quick repairs might include a tire change, providing "jump" starts, taping of hoses, refilling of radiators or providing a gallon of gas or diesel. If disabled vehicles need to be moved, they are taken to an established CHP approved drop site. One requirement for an approved drop site includes a well-lit location. Tow truck drivers are provided maps for each established drop site. Drop sites can vary due to changes in city codes or changes in curb zoning. Disabled vehicles may be moved to the approved drop site, but under no condition are they towed to a vehicle repair site or a site of the driver's choice.

In addition to the FSP brochure distributed to drivers, a customer service card with a unique six (6) digit number is provided to drivers of disabled vehicles who may evaluate the service received, either by computer or phone. In fiscal year 2012-2013 the San Bernardino County FSP Program responded to 30,347 assists and 1,037 evaluation responses were received. During 2013 more than 31,000 stranded motorists were assisted by the FSP.

| Count | Assist Type in 2013 |
|--------|---------------------|
| 1,557 | Abandoned Vehicle |
| 2,360 | Accident |
| 2,530 | Debris removal |
| 733 | Electrical problem |
| 4,714 | Flat tire |
| 11,496 | Driver safety check |
| 12 | Lock-out |
| 4,325 | Mechanical |
| 2,521 | Out of gas |
| 1,206 | Overheated |
| 26 | Fire |
| 74 | Unable to locate |

Since the FSP Program has been in existence, more than 8,000 comments from those assisted have been received. Overall, 99.6% of the drivers ranked their experience as excellent or good.

Management Procedures

The CHP is actively involved in management of the FSP Program along with SANBAG's active management. A CHP Dispatcher begins each shift with a roll call to make sure that all Beats are covered with two (2) tow trucks. A service provider who does not meet service standards during the contractual period can be terminated by SANBAG or a driver who does not meet service standards can be terminated from the program by the CHP. Names of displaced drivers are placed on a statewide list so other service providers are aware of their noncompliance. The CHP changes drop sites when there are changes to city codes or changes in sites becoming red-curbed.

The FSP can respond to issues other than disabled vehicles. Freeway hazards such as debris in lanes can be removed, when time allows and traffic conditions are appropriate. Tire treads are the major traffic debris. When service providers on Beat 5 frequently noted congestion ahead of them and their Beat was to end at Summit in Rancho Cucamonga, they requested and were approved on a trial basis to extend their Beat to Sierra Avenue in Fontana. These types of changes in the Beats may occur during the course of the contract to ensure maximized benefit through the FSP Program.

| Beat Expense | Beat Mileage | Area Served | Beat # | Service Provider | Comments |
|--------------|--------------|---|--------|--------------------|--------------|
| \$187,060 | 8.16 | I-10 Indian Hill (LA County Line) to Haven Ave. | 1 | Pomona Valley | |
| \$189,194 | 8.6 | I-10 Haven Ave. to Sierra Ave. | 2 | Pepe's Towing | Partial Year |
| \$184,500 | 9.04 | I-10 Sierra Ave. to Waterman Ave. | 3 | Roy & Dot's Towing | |
| \$189,320 | 9.96 | SR-60 Reservoir St.(LA County Line) to Milliken Ave. | 4 | Roy & Dot's Towing | |
| \$176,898 | 9.61 | I-15 Jurupa St.(Riverside County Line) to Summit Ave./Sierra Ave. | 5 | Steve's Towing | Partial Year |
| \$185,752 | 6.79 | I-215 Center St. (Riverside County Line) to 2nd St. | 6 | Pepe's Towing | |
| \$185,752 | 7.3 | I-215 2nd St. to Palm/Kendall Ave. | 7 | Pepe's Towing | |
| \$184,500 | 7.9 | I-10 Waterman Ave. to University St. | 8 | Roy & Dot's Towing | |

SANBAG does not publicize the FSP Program due to concern about abuse of the service. It does provide the previously mentioned brochures to motorists with disabled vehicles. On occasion drivers have expected a full tank of gas.

Technological Procedures

Updated technology is used. FSP drivers utilize their individual Personal Digital Assistant (PDA) Data Collection System to enter assist information at the site of their service. PDA's are downloaded to a Microsoft SQL server database at the service provider's headquarters at the conclusion of a shift. Utilizing cell service providers to download information throughout the shift would be preferable. The CHP can access the FSP driver's location and verify that a service provider is at a designated location through the use of Automated Vehicle Locator (AVL) Units. Modifying the FSP communication/tracking equipment so it does not function properly is strictly prohibited. In addition, length of time at a site can be determined. Riverside and San Bernardino Counties are among the first of the 14 counties in the FSP Program that can gather data and tie it back to the precise driver who provided the assist. FSP drivers are recognized publicly by the SANBAG Board of Directors and on the SANBAG website for their service. For the past five (5) years, the Top Driver and Drivers of Excellence of the prior calendar year are selected and recognized based on a minimum of 1,000 assists, no "write-ups" noting failure to follow FSP procedures, no late arrivals when beginning the Beat, a 99% accuracy rate of entering assist data into the data device and compliments from motorists on the comment cards.

Some of the FSP fleets have been converted to compressed natural gas (CNG) but the conversion is not yet mandated. Because fleets are voluntarily converting to CNG, using incentives from various sources including the California Energy Commission, allocations in the budget designated for incentives for conversion may be reallocated to other areas.

FINDINGS

All current service providers and their drivers are in compliance with SANBAG and CHP standards.

Flexibility exists in the FSP Program as Beat specifications can be adjusted. SANBAG, the CHP and the FSP drivers proactively respond to issues impacting the safety of motorists.

Data is used effectively to determine top priority areas for service and monitor tow vehicles and drivers.

The FSP budget does not have an allocation for education/publicity. With excess funds in some allocations, monies can be transferred to other areas on an as-needed basis.

SANBAG and the CHP continue to seek the best service providers; whether tow truck operators, cell phone coverage or new technology.

COMMENDATION

The 2013-2014 Grand Jury commends SANBAG for its exceptional management of the Freeway Service Patrol Program. With the increase in traffic and local freeway construction, the issues being faced by SANBAG are increasing. They are proactive in pursuing new technology that will continue to assist the motoring public. The Grand Jury appreciates the provision of requested documentation and the facilitation of the visit to the local service provider. Staff at the tow yard provided the Grand Jury an excellent overview of their role in the administration of the Freeway Service Patrol Program.

SHERIFF-CORONER DEPARTMENT DETENTION CENTERS

BACKGROUND

The Grand Jury, per Penal Code 919(b), is mandated as follows: “The Grand Jury shall inquire into the condition and management of the public prisons within the county.” Each of the County adult facilities has been designated by the California Code of Regulations (CCR) Title 15 as a Type II facility, which is described as: “A local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.”

The five detention centers the Grand Jury inspected are:

- Central Detention Center
- Glen Helen Rehabilitation Center
- High Desert Detention Center (opened February 2014)
- Victorville Jail
- West Valley Detention Center

The State of California, Department of Corrections and Rehabilitation, Corrections Standards Authority conducts biennial inspections of the adult detention facilities for compliance with the minimum standards as outlined in CCR Titles 15 and 24. The state inspection is in conjunction with the annual inspections and reports of the San Bernardino County Health Officer and State Fire Marshal. The most recent state inspection per Penal Code Section 6031 dated March, 2014 covered inspections conducted September, October, November and December 2013. The results of the inspections at all five detention centers indicated no issues of non-compliance. However, the inspections reported that since Assembly Bill 109 (AB109) went into effect October 2011 to relieve overcrowding in State Prisons, there have been changes within the jail system. In the last two (2) years County detention centers have experienced a large influx of inmates causing new problems. West Valley Detention has had to install new fencing, security cameras in cell areas and lighting to handle the higher security risk of incoming inmates. The County has opened the new High Desert Detention Center which is the most modern and secure jail in San Bernardino County.

Visitation reports were written on each of the above facilities.

The Grand Jury developed an extensive inspection survey used to conduct the on-site inspections of the detention centers. The inspection reports of High Desert, Central, West Valley, Victorville and Glen Helen detention centers are incorporated herein.

CONCLUSION

There were no discrepancies found at any of the five County Detention Centers the Grand Jury inspected. All personnel during each site visited were knowledgeable and professional.

* * * INSPECTION FORM * * *

Please fill out those sections that apply to the facility you are inspecting

| | |
|--|--|
| INSPECTION DATE: November 04, 2013 | FACILITY NAME: Central Detention Center |
| | |
| LAST CORRECTIONS STANDARDS AUTHORITY INSPECTION DATE: March 06, 2013 | FACILITY CAPACITY: 1104 |
| | |
| Telephone Number: 909-386-0923 Fax Number: 909-386-0924 | ADDRESS: 630 East Rialto Ave, San Bernardino, CA 92415 |
| | |
| | TYPE OF FACILITY: DETENTION CENTER |

Any Additional Information/Notes:

- There are 70 cameras in the facility, except in the cells.
- Each housing unit has a metal detector.
- The facility has a backup generator which is checked periodically.
- Fire hoses are in every other hallway.
- CDC is in compliance with American Disability Act.
- All inmate grievances were minor.
- All inmates are screened by a psychiatrist.
- The budget includes purchasing washers and dryers.

GENERAL INFORMATION

- What is the capacity of the facility? 1,104; Male-930 Female-174
- What is the number of pretrial inmates? Unavailable
- Has the facility exceeded capacity since the last state (CSA) inspection? No
- What is the average length of detention? CDC is 147 days
- What is the inmate classification system? Inmates shall be considered general population (GP)
- Number of weekend offenders? 0
- Are inmates oriented to rules and procedures? Yes
- Are rules and grievance procedures posted? Yes
- Are rules and grievance procedures understood by inmates? Yes - 270 inmate grievances to date
- Number of inmate suicides: 2
- Number of attempted suicides: 1
- Number of deaths from other causes: 0
- Numbers of escapes: 0
- Date of last fire/emergency drill: 10/31/13

STAFFING

- Is there enough staff to monitor inmates? Yes
- Does staff communicate in language that an inmate can understand? Yes. The staff speak a variety of languages.
- Diversity of staff? Yes
- Impression of staff/inmate interactions: N/A

PROGRAMS

- Exercise:
 - Is it inside or out? Both. Outside/Inside recreation yard
 - How frequently is it offered? Monday-Thursday
 - How much time is each inmate offered? Inside- 1 hour per day/Outside-3 hours per week.
 - Do men get more exercise time than the women? No
- Are there clergy available to inmates upon request? Yes
 - Are there religious services? Yes. Bible Studies- 2 on Tues. and 1 on Wed. /Church Services-4 on Sun.
- Are anger management and other applicable programs available? No. Inmates needing special classes are transferred to Glen Helen Rehabilitation Center

- Are medical services available? Yes
 - How frequently is medical staff onsite? 24 hours a day, 7 days a week (RNs & LVNs are on site 24/7)
 - How long do inmates wait to be seen? Emergency-same day/Non-emergency-next day
 - Is a physician available by phone or on-site? Both: By phone at Arrowhead Regional Medical Center; Physician is on site 3 times a week.

- Are mental health services available? Yes
 - How frequently is mental health staff onsite? Mon. to-Fri. -Mental Health Clinician. Sun.- Doctor
 - How long do inmates wait to be seen? Emergency-same day/Non-emergency-within 3 days after submitting a medical request slip.
 - Are vocational classes available? No
 - If so, what types: N/A

TELEPHONE

- Do inmates have access to telephones? Yes. Housing areas-16 hours a day/Intake-24 hours a day.

CORRESPONDENCE

- Is there limited free postage for inmates without money? No
- Incoming/outgoing – are inmates aware that mail can be read? Yes, inmate mail is scanned.
- Confidential correspondence – letters to attorneys, legislators, CSA, etc., - how is it handled? Staff shall open or seal legal mail only in the presence of inmates and inspect incoming mail for contraband.

VISITING

- Is there adequate space, convenient times or accommodations to family's work schedule, etc.? Yes
- Are there provisions for special visits with attorneys/clergy? Yes
 - Does staff supervise visits? Yes
 - Do all inmates have access to visiting? Yes, with the exception of inmates on discipline status

MEALS/NUTRITION

- The kitchen area – Is it clean? Yes Are knives and chemicals locked? Yes
- Have the inmates working in the kitchen been trained? Yes
- Have the inmates had a medical clearance/review before assignment? Yes, inmates are required to also complete a questionnaire.
- Are meals served in the cell, dayroom or at a central cafeteria? General population inmates are fed in the central cafeteria. Inmates requiring special housing are fed in their cells.
- Are inmates permitted to converse during meals? No
- Length of time allowed for eating? 15 minutes on average

HEALTH

- What type of on-site health facility is available to inmates? 24/7 access to healthcare
- What type of on-site dental facility is available to inmates? Full dental available 2 days per week.
- What off-site hospital is used for serious health issues? Arrowhead Regional Medical Center. If determined by the Comm-Center, an inmate may be diverted to Loma Linda University Medical Center or St. Bernadine's Hospital.
- How are inmates transported to off-site facilities? Changes weekly: Emergency by ambulance/Non-emergency by facility transport, usually patrol unit.
- How is security handled? Inmates are escorted/transported by 1 deputy. Inmates classified as high security by 2 deputies. All inmates are waist-chained and leg- shackled prior to leaving the facility.

SITE TOUR

AREA INSPECTED/REVIEWED

(Please Check)

| QUALITY OF LIFE | PROGRAMS | PERSONS INTERVIEWED |
|--------------------------|-----------------------|-----------------------|
| Physical Plan X | Educational | Inmates |
| Meals/Nutrition X | Vocational | Facility Manager X |
| Mental Health X | Community Services | Medical X |
| Physical/Dental Health X | Domestic Violence | School Staff |
| Religious Services X | Victim/Gang Awareness | Mental Health Staff X |
| Visiting X | Substance Abuse | Line Staff X |
| Volunteer Involvement | Other | Food Services Staff X |
| Other | | Other |

Any additional information/notes - Note the following items as you tour the facility:

- Condition of the exterior and interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration:
Well maintained
- Condition of the grounds, exercise areas, playing fields, and exercise equipment:
Adequate
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows:
Superior
- Condition of sleeping room door panels:
Fine
- Temperature of living units:
Good
- Safety and security issues including fencing, outdoor lighting, location of the weapons locker:
Good
- If a court holding area is present in the facility, ensure access to toilet and drinking water:
Yes

INTERIOR OF BUILDINGS (walls, paint, floors, drains, plumbing fixtures working, air vents, windows)

- Are cleaning fluids and chemicals labeled and safely stored? Yes
- Weapons locker present? Yes
- Recreation/sports equipment? Adequate
- Are the hallways clear, are doors propped open or closed? Hallways were clear, doors closed
- Holding areas (cells/rooms) – (if present), is there access to drinking water and toilet? Yes
- Are there individual cells/rooms, or dormitories? Individual cells and dormitories
- Beds – Type of bed and is it off the floor? Bunk beds/yes
- Adequate lighting? Yes
- Temperature? Good

INDIVIDUAL CELLS/ROOM

- Condition of walls? Good
- Personal possessions allowed in cell/room (Art, Books, etc.)? Yes
- Graffiti present? No
- Ample bedding? Yes

PERSONAL APPEARANCE OF INMATES

- What is the appearance of inmates (dirty, unkempt, well -groomed, etc.)? Acceptable
- Showers – frequency, privacy, maintained, supervised by staff? Showers always available and supervised by staff
- Are there any reported assaults by inmates on inmates? Yes
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? Adequate

COMMENTS/CONCERNS OBSERVED DURING TOUR:

- None noted

* * * INSPECTION FORM * * *

Please fill out those sections that apply to the facility you are inspecting

| | |
|--|--|
| INSPECTION DATE; August 26, 2013 | FACILITY NAME: Glen Helen Rehabilitation Center |
| LAST CORRECTIONS STANDARDS AUTHORITY INSPECTION DATE November 18, 2011 | FACILITY CAPACITY: 1,350 |
| TELEPHONE NUMBER: 909-473-2506 FAX NUMBER; 909 473-3633 | ADDRESS: 18000 W. Institution Rd. San Bernardino, CA 92407 |
| | TYPE OF FACILITY: DETENTION CENTER |

Any additional information/Notes:

GENERAL INFORMATION

- What is the capacity of the facility? 1,350
- What is the number of pretrial inmates? 381
- Has the facility exceeded capacity since the last state (CSA) inspection? No
- What is the average length of detention? 272 days
- What is the inmate classification system? New classification system based on their behavior
- Number of weekend offenders? 1,100; 394 ankle-monitored
- Are inmates oriented to rules and procedures? Yes
- Are rules and grievance procedures posted? Yes
- Are rules and grievance procedures understood by inmates? Yes
- Are there procedures for handling citizen complaints? Yes
- Number of inmate suicides in the past year: 0
- Number of attempted suicides: 0
- Number of deaths from other causes: 0
- Numbers of escapes: 0
- Date of last fire/emergency drill: August 7, 2013

STAFFING

- Is there enough staff to monitor inmates? 17 staff per watch
- Does staff communicate in languages that an inmate can understand? Yes
- Diversity of staff? Staff is diverse including Caucasian, African American, Hispanic and other
- Impression of staff/inmate interactions? Very good

PROGRAMS

- Exercise:
 - Is it inside or out? Both
 - How frequently is it offered? Daily
 - How much time is each inmate offered? Minimum 3 days per week
 - Do men get more exercise time than the women? Equal access
- Are there clergy available to inmates upon request? Yes
 - Are there religious services? Yes
- Are anger management and other applicable programs available? Yes
- Are medical services available? Yes
- How frequently is medical staff onsite? 24/7
- How long do inmates wait to be seen? Within 24 hours; urgent -the same day
- Is a physician available by phone or comes to the facility? Both
- Are mental health services available? Yes
 - How frequently is mental health staff onsite? 5 days a week
 - How long do inmates wait to be seen? Up to 48 hrs.
- Are vocational classes available? Yes
 - If so, what types?
 - Cooking, baking, print shops, landscaping and auto body

TELEPHONE

- Do inmates have access to telephones? Yes

CORRESPONDENCE

- Is there limited free postage for inmates without money? 2 pre-stamped envelopes
- Incoming/outgoing – are inmates aware that mail can be read? Yes
- Confidential correspondence – letter to attorneys, legislators, CSA, etc., - how is it handled?
 - Scanned and sealed by a deputy in the presence of the inmate.

VISITING

- Is there adequate space, convenient times or accommodations to family's work schedule?
Yes. Visiting is Wednesday through Sunday
- Are there provisions for special visits with attorneys/clergy? By appointment only
- Does staff supervise visits? Yes, but not directly
- Do all inmates have access to visiting? Yes, with the exception of inmates on discipline

MEALS/NUTRITION

- The kitchen area – Is it clean? Yes Are knives and chemicals locked? Yes
- Have the inmates working in the kitchen been trained? Yes, and received certification
- Have the inmates had a medical clearance/review before assignment? Yes
- Are meals served in the cell, dayroom or at a central cafeteria? Yes to all places
- Are inmates permitted to converse during meals? No
- Length of time allowed for eating? No less than 15 minutes

HEALTH

- What type of on-site health facility is available to inmates? On-site medical clinic, 24 hours a day
- What type of on-site dental facility is available to inmates? None
- What off-site hospital is used for serious health issues? Arrowhead Regional Medical Center
- How are inmates transported to off-site facilities? Deputy by patrol unit or ambulance
- How is security handled? Inmates are waist-chained and leg-shackled

EDUCATIONAL PROGRAM

- College level/high school level/other: General Education Development (GED); vocational classes and workshops on substance abuse, parenting, anger management
- Name of school district providing educational services: Cal State University (CSUSB), Chaffey and San Bernardino Valley Colleges
- Teachers – number of full-time, number of substitutes? 6 full-time and 9 substitutes
- Number of inmates in educational program? 25 to a class
- Activities and coursework assigned by teachers: Yes
- Relationship between educational program staff and facility staff? Good

DOCUMENT REVIEW

INMATE GRIEVANCES/COMPLAINTS:

| RESOLUTIONS | TYPES |
|---|------------------|
| Staff reviewed these grievances and were satisfactorily resolved. | Minor grievances |
| | |

Total Complaints reviewed: 25

Total Complaints during past five (5) quarters: N/A

MAJOR INCIDENTS:

| RESOLUTIONS | TYPES |
|-----------------------------------|---|
| Inmates involved were disciplined | Racially motivated fights between inmates |
| | |

Total Complaints reviewed: 2

Total Complaints during past five (5) quarters: N/A

POLICIES AND OPERATIONS MANUALS

Review the following sections, making notes of each:

- Inmate Grievances:
 - Policies for inmate Programs and Services, Article 6.1061-1073 include inmate grievance procedures. This was found to meet minimum standards for local detention centers.
- Citizen Complaints:
 - All citizen complaints are accepted and logged at GHRC then forwarded to Internal Affairs for investigation and action, if necessary.
- Major Incidents:
 - Policies for incident reports are included in minimum standards for local detention facilities.
- A copy of the Table of Contents for policy manuals was provided to the Grand Jury and reviewed.

SITE TOUR

AREA INSPECTED/REVIEWED

(Please Check)

| PERSONS INTERVIEWED | PROGRAMS | QUALITY OF LIFE |
|-----------------------|-------------------------|--------------------------|
| Inmates | Educational x | Physical Plan x |
| Facility Manager x | Vocational x | Meals/Nutrition x |
| Medical x | Community Services x | Mental Health x |
| School Staff x | Domestic Violence x | Physical/Dental Health x |
| Mental Health Staff x | Victim/Gang Awareness x | Religious Services x |
| Line Staff x | Substance Abuse x | Visiting x |
| Food Services Staff x | Other | Volunteer Involvement x |
| Other | | Other |

Any additional information/notes:

This facility operates the Work Release Program for the Sheriff's Department. This includes the Court ordered sentences for one to five days a week of manual labor under local government supervision where crews clean up parks and highway/freeway shoulders.

Note the following items as you tour the facility:

- Condition of the exterior and interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration:
Good
- Condition of the grounds, exercise areas, playing fields and exercise equipment:
Good
- General cleanliness of the facility including windows, lighting, lockers, desks, condition of the mattresses, bedding and pillows:
Good
- Condition of sleeping room door panels:
Good
- Temperature of living units
Good
- Safety and security issues including fencing, outdoor lighting, location of the weapons locker:
Good
- If a court holding area is present in the facility, ensure access to toilet and drinking water:
N/A
- Atmosphere of classroom:
Good
- Are there adequate supplies (books, paper, computers, etc.)? Yes

INTERIOR OF BUILDINGS (walls, paint, floors, drains, plumbing fixtures working, air vents, windows)

- Are cleaning fluids and chemicals labeled and safely stored? Yes
- Weapons locker present? Yes
- Recreation/sports equipment? Yes
- Are the hallways clear, are doors propped open or closed? Yes, and doors are closed
- Holding areas (cells/rooms) – (if present), is there access to drinking water and toilet? Yes
- Are there individual cells/rooms, or dormitories? Yes to all
- Beds – Type of bed and is it off the floor? Yes, bunk beds
- Adequate lighting? Yes
- Temperature: Good

INDIVIDUAL CELLS/ROOM

- Condition of walls? Good
- Personal possessions allowed in cell/room (Art, Books, etc.)? Yes
- Graffiti present? No
- Ample bedding? Yes

PERSONAL APPEARANCE OF INMATES

- What is the appearance on inmates (dirty, unkempt, well groomed, etc.)? Acceptable
- Showers – frequency, privacy, maintained, supervised by staff? Yes
- Are there any reported assaults by inmates on inmates? Yes
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? Acceptable

COMMENTS/CONCERNS OBSERVED DURING TOUR:

- No additional information recorded.

* * * INSPECTION FORM * * *

Please fill out those sections that apply to the facility you are inspecting

| | |
|--|---|
| INSPECTION DATE: March 17, 2014 | FACILITY NAME: High Desert Detention Center |
| LAST CORRECTIONS STANDARDS AUTHORITY INSPECTION DATE: None, opened in March 2014 | FACILITY CAPACITY: 2098 928 as of this date |
| TELEPHONE NUMBER: 760-530-9351 FAX NUMBER: 760-530-9306 | ADDRESS: 9438 Commerce Way Adelanto, CA 92301 |
| | TYPE OF FACILITY: DETENTION CENTER |

Any Additional Information/Notes:

- Current population is 928

GENERAL INFORMATION

- What is the capacity of the facility? 2098
- What is the number of pretrial inmates? 738
- Has the facility exceeded capacity since the last state (CSA) inspection? N/A
- What is the average length of detention? 22 months
- What is the inmate classification system? 1 through 9 - classified by behavior/offense
- Number of weekend offenders? None
- Are inmates oriented to rules and procedures? Yes
- Are rules and grievance procedures posted? Yes
- Are rules and grievance procedures understood by inmates? Yes
- Number of inmate suicides: None
- Number of attempted suicides: None
- Number of deaths from other causes: None
- Numbers of escapes: None
- Date of last fire/emergency drill: February 6, 2014

STAFFING

- Is there enough staff to monitor inmates? Yes
- Does staff communicate in language that an inmate can understand? Yes, multilingual
- Diversity of staff: Varied
- Impression of staff/inmate interactions: Good, uses Training Direct Supervision Model

PROGRAMS

- Exercise:
 - Is it inside or out? Both
 - How frequently is it offered? 5-6 times weekly
 - How much time is each inmate offered? Minimum 3 hours per week
 - Do men get more exercise time than the women? Equal
- Are there clergy available to inmates upon request? Yes
 - Are there religious services? Yes, all types
- Are anger management and other applicable programs available? No
- Are medical services available? Yes
 - How frequently is medical staff onsite? 24/7; nurse, Licensed Vocational Nurse, Physician's Assistant
 - How long do inmates wait to be seen? Under 24 hours
 - Is a physician available by phone or on-site? Both

- Are mental health services available? Yes
 - How frequently is mental health staff on-site? 2 days per week, psychiatrist weekly
 - How long do inmates wait to be seen? Up to 3-4 days
- Are vocational classes available? One
- If so, what types: General Education (GED)
 - Cooking: No
 - Gardening: No

TELEPHONE

- Do inmates have access to telephones? Yes, in day room time

CORRESPONDENCE

- Is there limited free postage for inmates without money? Yes
- Incoming/outgoing – are inmates aware that mail can be read? Yes
- Confidential correspondence – letter to attorneys, legislators, CSA, etc., - how is it handled?
Deputy monitors; seals letter in presence of inmate.

VISITING

- Is there adequate space, convenient times or accommodations to family's work schedule, etc.?
Yes, Wednesday – Sunday, 9:00 a.m. to 7:00 p.m.
- Are there provisions for special visits with attorneys/clergy? Yes, 7 days a week, 4 booths with paper pass trays
- Does staff supervise visits? Yes
- Do all inmates have access to visiting? Yes, with the exception of inmates on discipline status

MEALS/NUTRITION

- The kitchen area – Is it clean? Yes Are knives and chemicals locked? Yes
- Have the inmates working in the kitchen been trained? Yes
- Have the inmates had a medical clearance/review before assignment? Yes, TB tests, food handler's license
- Are meals served in the cell, dayroom or at a central cafeteria? Dayroom
- Are inmates permitted to converse during meals? No
- Length of time allowed for eating? 15-30 minutes

HEALTH

- What type of on-site health facility is available to inmates? Basic nurses' station, exam table, blood pressure cuff
- What type of on-site dental facility is available to inmates? Two-chair, once-a-week dentist; hygienist once a month
- What off-site hospital is used for serious health issues? Local hospitals
- How are inmates transported to off-site facilities? Ambulance or patrol car
- How is security handled? One deputy accompanies patient, who is restrained

SITE TOUR

AREA INSPECTED/REVIEWED

(Please Check)

| PERSONS INTERVIEWED | PROGRAMS | QUALITY OF LIFE |
|-----------------------|-----------------------------|-------------------------------------|
| Inmates | Educational GED x | Physical Plan x |
| Facility Manager x | Vocational | Meals/Nutrition x |
| Medical | Community Services | Mental Health |
| School Staff | Domestic Violence | Physical/Dental Health x |
| Mental Health Staff | Victim/Gang Awareness | Religious Services x |
| Line Staff x | Substance Awareness DBH ref | Visiting x |
| Food Services Staff x | Other | Volunteer Involvement Religion x |
| Other | | Other |

Deputies assigned to Detention Center are on a 16-month assignment.

The General Education (GED) proficiency course is 8 weeks.

Note the following items as you tour the facility:

- Condition of the exterior and interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration: Good
- Condition of the grounds, exercise areas, playing fields, and exercise equipment: Good
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows: Good
- Condition of sleeping room door panels: Good
- Temperature of living units and classrooms: Good
- Safety and security issues including fencing, outdoor lighting, location of the weapons locker: Good
- If a court holding area is present in the facility, ensure access to toilet and drinking water: Yes
- Arraignment video court: Yes

INTERIOR OF BUILDINGS (walls, paint, floors, drains, plumbing fixtures working, air vents, windows)

- Are cleaning fluids and chemicals labeled and safely stored? Yes
- Weapons locker present? Yes
- Recreation/sports equipment? Nerf football for some inmates
- Are the hallways clear, are doors propped open or closed? Hallways clear; doors closed
- Holding areas – is there access to drinking water and toilet? Yes
- Are there individual cells/rooms, and dormitories? Yes to all three
- Beds – Type of bed and is it off the floor? Yes, bunk beds, single cells
- Adequate lighting: Good
- Temperature: Good

INDIVIDUAL CELLS/ROOM

- Condition of walls: Good
- Personal possessions allowed in cell/room (Art, Books, etc.)? Yes, not on walls
- Graffiti present? No
- Ample bedding? Yes, new 6" mattresses are assigned to each inmate and go with them within the facility

PERSONAL APPEARANCE OF INMATES

- What is the appearance of inmates (dirty, unkempt, well groomed, etc.)? Acceptable
- Showers – frequency, privacy, maintained, supervised by staff? Yes, semi-private, limit 5 of minutes
- Are there any reported assaults by inmates on inmates? Yes, and video of incident can add charges and detention time.
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? Acceptable

COMMENTS/CONCERNS OBSERVED DURING TOUR

- None noted

* * * INSPECTION FORM * * *

Please fill out those sections that apply to the facility you are inspecting

| | |
|---|---|
| INSPECTION DATE: October 15, 2013 | FACILITY NAME: Victorville Jail |
| | |
| LAST CORRECTIONS STANDARDS AUTHORITY INSPECTION DATE: December 17, 2012 | FACILITY CAPACITY: 111 |
| | |
| TELEPHONE NUMBER: (760) 243-8736 FAX NUMBER: | ADDRESS: 1445 Civic Drive Victorville CA |
| | |
| | TYPE OF FACILITY: Holding Facility |

GENERAL INFORMATION

- What is the capacity of the facility? 111
- What is the number of pretrial inmates? 11
- Has the facility exceeded capacity since the last state (CSA) inspection? Yes
- What is the average length of detention? Under 96 hrs.
- What is the inmate classification system? Describe. N/A - Holding facility only
- Number of weekend offenders? None
- Are inmates oriented to rules and procedures? Yes
- Are rules and grievance procedures posted? Yes
- Are rules and grievance procedures understood by inmates? Yes
- Are there procedures for handling citizen complaints? Yes
- Number of inmate suicides in the past year: 1 male March 10, 2013
- Number of attempted suicides: 3 males
- Number of deaths from other causes: None
- Numbers of escapes: None in the last year
- Date of last fire/emergency drill: Annually

STAFFING

- Is there enough staff to monitor inmates? No
- Does staff communicate in languages that an inmate can understand? Yes
- Diversity of staff? Males/females- Asian, Hispanic, Caucasian, African American
- Impression of staff/inmate interactions: Acceptable

PROGRAMS

- Exercise: Only for Inmate workers
 - Is it inside or out? Out
 - How frequently is it offered? Daily
 - How much time is each inmate offered? 3 hours per week
 - Do men get more exercise time than the women? Equal
- Are there clergy available to inmates upon request? Yes
 - Are there religious services? No
- Are anger management and other applicable programs available? No
- Are medical services available? No
 - How frequently is medical staff onsite? N/A
 - How long do inmates wait to be seen? N/A
 - Is a physician available by phone or on-site? N/A
- Are mental health services available? No
 - How frequently is mental health staff on-site? N/A
 - How long do inmates wait to be seen? N/A
- Are vocational classes available? N/A

TELEPHONE

- Do inmates have access to telephones? Yes

CORRESPONDENCE

- Is there limited free postage for inmates without money? N/A
- Incoming/outgoing – are inmates aware that mail can be read? N/A
- Confidential correspondence – letter to attorneys, legislators, CSA, etc., - how is it handled? N/A

VISITING

- Is there adequate space, convenient times or accommodations to family's work schedule, etc.?
Yes
- Are there provisions for special visits with attorneys/clergy? Yes
- Does staff supervise visits? Yes
- Do all inmates have access to visiting? Yes, with the exception of inmates on discipline status

MEALS/NUTRITION

- The kitchen area – Is it clean? Yes
Are knives and chemicals locked? Yes
- Have the inmates working in the kitchen been trained? Yes
- Have the inmates had a medical clearance/review before assignment? Yes
- Are meals served in the cell, dayroom or at a central cafeteria? Cell
- Are inmates permitted to converse during meals? Yes
- Length of time allowed for eating? 15 minutes

HEALTH

- What type of on-site health facility is available to inmates? N/A
- What type of on-site dental facility is available to inmates? N/A
- What off-site hospital is used for serious health issues? Victor Valley or ARMC
- How are inmates transported to off-site facilities? Ambulance or patrol car with a deputy
- How is security handled? Handcuffed

EDUCATIONAL PROGRAM

- College level/high school level/other: N/A
- Name of school district providing educational services: N/A
- Teachers – number of full-time, number of substitutes: N/A
- Number of inmates in educational program: N/A
- Activities and coursework assigned by teachers: N/A
- Relationship between educational program staff and facility staff: N/A

SITE TOUR

AREA INSPECTED/REVIEWED

(Please Check)

| PERSONS INTERVIEWED | PROGRAMS | QUALITY OF LIFE |
|---------------------|-----------------------|------------------------|
| Inmates | Educational | Physical Plan |
| Facility Manager X | Vocational | Meals/Nutrition X |
| Medical | Community Services | Mental Health |
| School Staff | Domestic Violence | Physical/Dental Health |
| Mental Health Staff | Victim/Gang Awareness | Religious Services |
| Line Staff | Substance Abuse | Visiting X |
| Food Services Staff | Other | Volunteer Involvement |
| Other | | Other |

Any additional information/notes:

- There are 4 inmate workers from High Desert Detention Center to prepare meals.
- 2 inmates during the day and 2 during the night.
- A room for sleeping for these inmates is available.

Note the following items as you tour the facility:

- Condition of the exterior and interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration:
 The detention center is old and in need of repair
- Condition of the grounds, exercise areas, playing fields and exercise equipment: Good
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows:
 Clean mattresses are provided to those who stay overnight
- Condition of sleeping room door panels: Clean
- Temperature of living units: Good
- Safety and security issues including fencing, outdoor lighting, location of the weapons locker:
 Areas are secured
- If a court holding area is present in the facility, ensure access to toilet and drinking water: Yes
- Atmosphere of classroom: N/A
- Are there adequate supplies (books, paper, computers, etc.)? N/A

INTERIOR OF BUILDINGS (walls, paint, floors, drains, plumbing fixtures working, air vents, windows)

- Are cleaning fluids and chemicals labeled and safely stored? Yes
- Weapons locker present? Yes
- Recreation/sports equipment? N/A
- Are the hallways clear, are doors propped open or closed? Hallways are clear and all doors are secured.
- Holding areas (cells/rooms) – (if present), is there access to drinking water and toilet? Yes
- Are there individual cells/rooms, or dormitories? Individual and multiple inmate cells
- Beds – Type of bed and is it off the floor? 3-tiered bunk beds
- Adequate lighting? Yes
- Temperature? Good

INDIVIDUAL CELLS/ROOM

- Condition of walls? Good
- Personal possessions allowed in cell/room (Art, Books, etc.)? No - only for the 4 inmate workers
- Graffiti present? Very little
- Ample bedding? Yes

PERSONAL APPEARANCE OF INMATES

- What is the appearance on inmates (dirty, unkempt, well groomed, etc.)? Acceptable
- Showers – frequency, privacy, maintained, supervised by staff? Yes
- Are there any reported assaults by inmates on inmates? Yes
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? Acceptable

COMMENTS/CONCERNS OBSERVED DURING TOUR:

- Thursdays and Fridays are the busiest at this facility. An average of 1050 inmates a month are booked.
- There are only 3 or 4 deputies on duty. On the weekends there are 5 or 6 deputies.
- Each inmate is given a provision bag when booked.
- The holding cells will hold up to 16 inmates. There are benches and a toilet.
- The holding cells have 2 phones and the inmates are allowed up to 3 calls. Area codes of 760 are free.
- Holding cells are cleaned by the worker inmates 3 or 4 times a day.
- The sobering cell has a toilet and a cushioned floor.

* * * INSPECTION FORM * * *

Please fill out those sections that apply to the facility you are inspecting

| | |
|---|--|
| INSPECTION DATE: September 9, 2013 | FACILITY NAME: WEST VALLEY DETENTION CENTER |
| LAST CORRECTIONS STANDARDS AUTHORITY INSPECTION DATE: October, 2012 | FACILITY CAPACITY: 3,284 |
| TELEPHONE NUMBER: (909) 463-5006 FAX NUMBER (909) 463-5108 | ADDRESS: 9500 Etiwanda Ave. Rancho Cucamonga, CA 91739 |
| | TYPE OF FACILITY: DETENTION CENTER: X |

GENERAL INFORMATION

- What is the capacity of the facility? 3,284
- What is the number of pretrial inmates? Changes daily
- Has the facility exceeded capacity since the last state (CSA) inspection? No
- What is the average length of detention? Pre-sentenced - 188 days, Sentenced - 201 days, Federal - 35 days
- What is the inmate classification system? Classified by: Pre-trial, sentenced and offence
- Number of weekend offenders? None
- Are inmates oriented to rules and procedures? Yes
- Are rules and grievance procedures posted? Yes
- Are rules and grievance procedures understood by inmates? Yes
- Are there procedures for handling citizen complaints? Yes
- Number of inmate suicides in the past year: One
- Number of attempted suicides: 10 in the last 12 months
- Number of deaths from other causes: 1 natural, 2 pre-existing issues and 1 homicide
- Numbers of escapes: None
- Date of last fire/emergency drill: September 9, 2013

STAFFING

- Is there enough staff to monitor inmates? Yes
- Does staff communicate in languages that an inmate can understand? Yes
- Diversity of staff: Caucasian, Asian, Hispanic, Black
- Impression of staff/inmate interactions: Good

PROGRAMS

- Exercise: Yes
 - Is it inside or out? Both
 - How frequently is it offered? Every day
 - How much time is each inmate offered? Once a day - ½ hr. minimum - 3 hours a week
 - Do men get more exercise time than the women? Equal
- Are there clergy available to inmates upon request? Yes
 - Are there religious services? Yes
- Are anger management and other applicable programs available? Yes
- Are medical services available? Yes
 - How frequently is medical staff on-site? 24/7
 - How long do inmates wait to be seen? Non urgent 1 to 2 days - Urgent immediately
 - Is a physician available by phone or comes to the facility? On call physician until 9 p.m.
- Are mental health services available? Yes
 - How frequently is mental health staff on-site? Staff on call. Urgent issues - respond immediately
 - How long do inmates wait to be seen? After an evaluation up to 3 weeks
- Are vocational classes available? Yes
 - If so, what types: Cooking, Landscaping Culinary and Janitorial

TELEPHONE

- Do inmates have access to telephones? Yes

CORRESPONDENCE

- Is there limited free postage for inmates without money? 2 per week
- Incoming/outgoing – are inmates aware that mail can be read? Yes
- Confidential correspondence - letters to attorneys, legislators, CSA etc. - how is it handled?
Deputy inspects the mail and seals the envelope in the presence of the inmate

VISITING

- Is there adequate space, convenient times or accommodations to family's work schedule, etc.? Yes, 15 to 20 minutes- 8:30 a.m. to 9:00 p.m.
- Are there provisions for special visits with attorneys/clergy? Yes
- Does staff supervise visits? Yes
- Do all inmates have access to visiting? Yes, with the exception of inmates on discipline

MEALS/NUTRITION

- The kitchen area – Is it clean? Broken tiles on floor and dirt around ceiling fans
- Are knives and chemicals locked? Yes
- Have the inmates working in the kitchen been trained? Yes
- Have the inmates had a medical clearance/review before assignment? Yes
- Are meals served in the cell, dayroom or at a central cafeteria? Cell and dayroom
- Are inmates permitted to converse during meals? No
- Length of time allowed for eating? 20 minutes

HEALTH

- What type of on-site health facility is available to inmates? Clinic on-site
- What type of on-site dental facility is available to inmates? Oral surgery only
- What off-site hospital is used for serious health issues? Arrowhead Regional Medical Center
- How are inmates transported to off-site facilities? By ambulance or by patrol car with deputy
- How is security handled? Handcuffed and leg-shackled

EDUCATIONAL PROGRAM

- College level/high school level/other: N/A
- Name of school district providing educational services: N/A
- Teachers – number of full-time, number of substitutes: N/A
- Number of inmates in educational program: N/A
- Activities and coursework assigned by teachers: N/A
- Relationship between educational program staff and facility staff: N/A

DOCUMENT REVIEW

INMATE GRIEVANCES/COMPLAINTS:

| RESOLUTIONS | TYPES |
|--------------------------------|-------|
| Reviewed by staff and answered | Minor |
| | |

Total Complaints reviewed: 230 a month Total Complaints during past five (5) quarters: N/A

MAJOR INCIDENTS:

| RESOLUTIONS | TYPES |
|--|-----------------------|
| Confinement up to 30 days. Work time taken away | Racial or gang fights |
| | |

Total Complaints reviewed: 10 Total Complaints during past five (5) quarters: N/A

SITE TOUR

AREA INSPECTED/REVIEWED

(Please Check)

| PERSONS INTERVIEWED | PROGRAMS | QUALITY OF LIFE |
|-----------------------|-----------------------|--------------------------|
| Inmates | Educational | Physical Plan X |
| Facility Manager X | Vocational X | Meals/Nutrition X |
| Medical X | Community Services X | Mental Health X |
| School Staff | Domestic Violence X | Physical/Dental Health X |
| Mental Health Staff | Victim/Gang Awareness | Religious Services X |
| Line Staff X | Substance Abuse X | Visiting X |
| Food Services Staff X | Other N/A | Volunteer Involvement |
| Other | | Other |

Any additional information/notes:

- Condition of the exterior and interior of the building noting graffiti, peeling paint, unpleasant odors, or other signs of deterioration: Kitchen area missing floor tiles, dirt around ceiling fans
- Condition of the grounds, exercise areas, playing fields and exercise equipment: Good
- General cleanliness of the facility including windows, lighting, lockers, desks, conditions of the mattresses, bedding and pillows: Good - No verification on bedding
- Condition of sleeping room door panels: Good
- Temperature of living units: Good
- Safety and security issues including fencing, outdoor lighting, location of the weapons locker: Good
- If a court holding area is present in the facility, ensure access to toilet and drinking water: Yes
- Atmosphere of classroom: N/A
- Are there adequate supplies (books, paper, computers, etc.)? N/A

INTERIOR OF BUILDINGS (walls, paint, floors, drains, plumbing fixtures working, air vents, windows)

- Are cleaning fluids and chemicals labeled and safely stored? Yes
- Weapons locker present? Yes
- Recreation/sports equipment? Yes
- Are the hallways clear, are doors propped open or closed? Yes - doors closed
- Holding areas (cells/rooms) - (if present), is there access to drinking water and toilet? Yes
- Are there individual cells/rooms, or dormitories? Cells, dorms and rooms available
- Beds – Type of bed and is it off the floor? Yes - bunk beds and single cell available
- Adequate lighting? Yes
- Temperature? Good

INDIVIDUAL CELLS/ROOM

- Condition of walls? Good
- Personal possessions allowed in cell/room (art, books, etc.)? Yes
- Graffiti present? No
- Ample bedding? Yes

PERSONAL APPEARANCE OF INMATES

- What is the appearance on inmates (dirty, unkempt, well groomed, etc.)? Acceptable
- Showers – frequency, privacy, maintained, supervised by staff? Yes
- Are there any reported assaults by inmates on inmates? Yes
- Condition of clothing (does the clothing fit; is it appropriate for the weather, etc.)? Adequate

COMMENTS/CONCERNS OBSERVED DURING TOUR:

- Impressed with the control station monitoring enclosure outside the cell ward.
 - Clinic Area - 5 examination rooms/dialysis room - 3 chairs for dialysis inmates.
 - Licensed contract nurses on-site.
 - Facility plans to increase security by installing more cameras in the cell area.
 - New fencing, increasing lighting.
 - Control panels are operated by staff. Push buttons (no keys) to open and close doors.
 - Plans to update panels and install security cameras.
 - Revocation hearings are held at this facility, 20 to 30 hearings per day. Plans to expand building to handle increased load of the hearings.
 - Plans to expand the jail ward to 32 persons at Arrowhead Regional Medical Center.
 - Guard shack to be built on Etiwanda Avenue in approximately 6 months
 - Plans to have inmate visits on video.
- **The Grand Jury requested from the West Valley Detention Center copies of the incident reports dated September 2012 to September 2013.**
 - **The Grand Jury received three boxes on October 25, 2013 and after reviewing these reports found additional information relating to inmate suicides, attempted suicides, homicides, in-custody death investigations, assaults on staff and inmate-on-inmate assaults**
 - **There were 20 attempted suicides and one suicide; four natural deaths; one murder; 366 inmate-on-inmate assaults and 41 assaults on staff.**
 - **After examining all completed reports, the Grand Jury discovered that each and every incident was handled appropriately according to policy and procedure.**

SHERIFF-CORONER DEPARTMENT ETHICS PROCEDURES

BACKGROUND

In January 2005 the Coroner Department was merged with the Sheriff Department becoming the Sheriff-Coroner Department. Deputy Coroner Investigators are called to the scene when a death occurs to initially determine the cause. The mission of the San Bernardino County Coroner is “To maintain the highest standard of professionalism and integrity in determining the cause and manner of death while ensuring that the decedents and their families are treated with the utmost dignity and respect.” Not all deaths require an investigation. Deaths of individuals who were under a doctor’s care and/or determined natural causes do not require an investigation. Many times the investigator is one of the first to interact with the grieving family members at a death scene.

METHODOLOGY

The Grand Jury conducted interviews with members of the Sheriff-Coroner Department and researched departmental policies and procedures.

FACTS

Information was obtained by the Grand Jury that a Deputy Coroner Investigator had referred a specific crime scene cleanup company. During an investigation of a death of an individual who had died at home, a Deputy Coroner Investigator at the scene informed the family of the decedent that due to biohazards in the living area, a specific type of cleanup company would have to be hired. When the Deputy Coroner Investigator was asked for the number of a qualified company to handle the site cleanup, the investigator gave the family member the business card of a specific company. The investigator also wrote the company’s telephone number on the back of the Sheriff’s Department business card. No other potential service providers’ names were given to the family member. The incident occurred while the investigator was officially representing the Coroner Division at the death scene. All persons in the Sheriff-Coroner Department interviewed by the Grand Jury responded they did not believe this type conduct is happening; if it is, it should not be. Sheriff-Coroner employees are instructed when asked about service providers to give several names or refer the individual to the Internet. The Grand Jury found no specific language in department policies covering this subject.

FINDINGS

1. A Sheriff-Coroner Investigator referred a specific service provider.
2. The Grand Jury determined that no policy prohibits the referral of a specific cleanup company. Such conduct prohibiting the referral of a specific vendor is addressed verbally in Sheriff-Coroner initial training.

RECOMMENDATIONS

- 14-1 Include specific language in the Code of Ethics prohibiting recommendation of a specific service provider while representing the Sheriff-Coroner Department. (Findings 1, 2)
- 14-2 Conduct additional training expressing the Sheriff-Coroner Department’s position on this subject. (Findings 1, 2)

| <u>Responding Agency</u> | <u>Recommendations</u> | <u>Due Date</u> |
|---------------------------------------|-------------------------------|------------------------|
| San Bernardino County Sheriff-Coroner | 14-1 and 14-2 | 10/01/14 |

SHERIFF-CORONER DEPARTMENT

MOBILE COMMAND UNIT

BACKGROUND

San Bernardino County is the largest county in the USA. As of the 2010 census the population was 2,035,210. The county occupies 201,105 square miles. San Bernardino County is larger than nine (9) states and 71 sovereign nations. Geographically, the county has snowcapped mountains, arid desert, numerous lakes and rivers and a major earthquake fault. The county includes hundreds of miles of freeways and highways. San Bernardino County contains several airports including Ontario International Airport. San Bernardino County Sheriff/Coroner Department (Coroner Division) works to provide decedents and their families with utmost professional service.

METHODOLOGY

The Grand Jury conducted interviews with members of the Coroner Division with emphasis on departmental policies and procedures and on equipment.

FACTS

The stated primary objective of the Coroner Division is “to recover remains in a dignified and respectful manner while ensuring the integrity of the victim’s identification.” Division personnel are especially mindful of their responsibilities in a mass fatality event. Additionally, the medico-legal death investigation must be initiated promptly, and the related site must be processed properly.

A review of Coroner Division records revealed the following: When deputy coroners are dispatched to a scene they must share a communication post with the California Office of Emergency Services, CHP, San Bernardino County Fire or San Bernardino County Sheriff law enforcement units. Since the Coroner Division does not have a Mobile Command Post of their own permission is given to share mobile command post facilities only when space is available. The San Bernardino County Sheriff-Coroner is the Office of Emergency Services (OES) Region 6 Coroner Mutual Aid Coordinator; as such, he is tasked to lead supporting adjacent counties in a mass fatality event. Coroner staff including pathologists, anthropologist, investigators, autopsy assistants, DNA scientists and volunteers are required to work in areas in view by the public.

According to information received from the Coroner Division, four recent events demonstrate the need for a mobile command post:

February 3, 2013: A tour bus crashed on State Route 38 just north of Yucaipa. It was initially believed there were 30 fatalities. The actual death toll was eight. Decedent body parts were badly damaged making identification difficult. Decedent property was strewn over at least a quarter mile. The Coroners Department is responsible for decedent property. This was a multi-agency event (County Fire, Yucaipa Sheriff Station, CHP, the National Transportation Safety Board, the Occupational Safety and Health Administration and the Coroner Division). Only the CHP had a command post which was primarily used by their investigators.

The temperature on this date was in the 40's with mild winds. Though the cold did not affect the recovery, usually there is snow on the ground. Media helicopters were overhead and media were along the roadside; coroner staff had no place to privately discuss the investigation. Hand-held radio communication was ineffective. Excessive noise from fire trucks and equipment made cell phone communication difficult.

February 12, 2013: Christopher Dorner died in a basement of a home in a remote area off State Route 38. The investigation involved Sheriff's Specialized Investigation Division, Sheriff's Scientific Identification Division, Coroner Division and County Fire. The Specialized Investigations' command post was on scene, but crowded. Coroners were able to communicate, but had nowhere to lay out their equipment, meet and discuss assignments or communicate with off-site managers in a private manner.

The weather was inclement, there were several inches of snow on the ground and the air was damp and cold. The temperature was estimated in the 20's. Recovery was conducted in several inches of water and ash. Coroner investigators were required to don overalls and boots, but no safe or warm place to remove them when their work was completed. The event was manageable because most of their work occurred at night and involved other Sheriff Divisions. Had the event occurred midday, with a greater media presence, or in an area serviced by a city police department, the support received by Coroner staff would likely have been insufficient.

September 3, 2013: Skeletal human remains were found in a clandestine grave in the open desert in the county area outside Victorville. The recovery was made by Sheriff's Specialized Investigations Division, a crime scene specialist, Coroner investigators, volunteers and a forensic anthropologist under contract with the Coroner. Temperatures were near or above 100 degrees during this daytime recovery. Little shelter or cool air was available. A single command post was insufficient for the number of people working on the recovery.

November 11, 2013: The skeletal remains of two adults and two children were recovered from clandestine graves off of Interstate 15 in the high desert. The recovery was made by Sheriff's Specialized Investigations, a Sheriff crime scene specialist, Coroner investigators and a forensic anthropologist under contract with the Coroner. Temperatures were moderate. There were limited indoor restroom facilities. Only the Specialized Investigations' mobile command post was available. The media presence was significant, with numerous reporters and

photographers attempting to encroach upon the recovery scene and several helicopters overhead. It was difficult to keep information confidential. Technical instruments were needed to facilitate a speedy identification. This meant sensitive equipment had to be carried through sand and dirt to the recovery scene. More appropriately most equipment should remain in a mobile command center, with forensic material brought to it.

Based on those interviewed a mobile command post would provide:

- Privacy for incident managers and staff to evaluate details related to the investigation and logistical needs, and to prevent inappropriate leaking of information to the media or public.
- Appropriate restroom facilities.
- A break area for shelter from high temperatures or inclement weather.
- A place for a multidisciplinary team to assemble a “game plan”.
- Privacy for meeting with decedent’s family members, where important details may be sensitively discussed away from the media helicopters, cameras and microphones.

According to information received from the Coroner Division, a survey of surrounding counties reveals:

1. Los Angeles County, Coroner Division Mobile Command Post was purchased for \$315,000.
2. Riverside County, Coroner Division Mobile Command Post was purchased for \$240,000.
3. San Diego County, Coroner Division Mobile Command Post was purchased for \$216,000.
4. Orange County, Coroner Division Mobile Command Post was purchased for \$165,000.

FINDINGS

1. When Sheriff-Coroner personnel arrive at a recovery scene, they are reliant on other agencies and Sheriff Divisions for Mobile Command Post support. Support is given only if space is available.
2. Coroner personnel need a place to store their technical instruments, utilize restroom facilities and attend to decedent's family members.
3. San Bernardino Sheriff-Coroner is the OES Region 6 Mutual Aid Coordinator. In the event of a mass fatality event, the Sheriff-Coroner is tasked with coordinating adjacent county assistance.

4. Surrounding counties have acknowledged a need and acquired a mobile command post for their Coroner Divisions.

RECOMMENDATION

14-3 The San Bernardino County Board of Supervisors/Sheriff-Coroner approve the purchase of a mobile command post for the Coroner Division. (Findings 1-4)

| <u>Responding Agency</u> | <u>Recommendation</u> | <u>Due Date</u> |
|---------------------------------------|------------------------------|------------------------|
| San Bernardino County Sheriff-Coroner | 14-3 | 10/01/14 |

**SHERIFF-CORONER DEPARTMENT
SPECIALIZED INVESTIGATIONS DIVISION
HI-TECH CRIMES LABORATORY**

BACKGROUND

The San Bernardino County Sheriff's Department, Specialized Investigations Division, Hi-Tech Crimes Detail Laboratory (SBCSD-SID-HTCDL) hereafter referred to as the Lab, processes electronic devices for approximately 360 cases per year. These cases require forensic examination of cellphones, computers, video, and audio devices involved in crimes including, but not limited to, identity theft, child exploitation, robbery and homicide.

Since its inception in December 1999, the Lab has been utilized for assistance by law enforcement agencies throughout this County and the State of California, as well as the Federal Bureau of Investigation (FBI) and Secret Service. Lab personnel attend scheduled training classes and seminars to keep abreast of new innovations and technological changes occurring in this field.

METHODOLOGY

The Grand Jury initiated an investigation based on review of a criminal case involving a computer forensics analysis conducted by the Lab. As a first step in the investigation, the Grand Jury visited the Lab's facilities to ascertain if procedures were implemented and resources were available in order to conduct computer forensics analyses that complied with current Industry Standards and guidelines.

The Grand Jury reviewed the methodology used by the Lab to gather computer forensic evidence in a criminal case and the factors that may have led to evidence not being discovered during the forensics analysis. The Grand Jury determined that the Lab is dependent on the capabilities of the computer software used to analyze electronic devices. As subsequent updates of software with increased capabilities and sophistication are released, the Lab's ability to gather evidence is enhanced.

A visitation was scheduled with the Lab to determine if changes or updates have been implemented, to assure no repeat of the problem which occurred with a criminal case.

Grand Jury members toured the Lab and conducted interviews with Lab personnel. In addition, the following Lab documents and/or current versions of software programs were reviewed:

1. Audio/Video Processing Request Form
2. Electronic Storage Devices Processing Request Form

3. Audio – Diamond Cut Software Program
4. Cellphone – XRY Software Program
5. Video – Cognitech Software Program
6. Computer – EnCase Software Program
7. San Bernardino County Sheriff’s Department Crime Scene Investigation Website
8. County of San Bernardino Department of the Sheriff/Coroner/Public Administrator Budget Summary Report for Fiscal Year 2013-2014
9. Rimage Disc Publishing Corporation’s case study of the Lab.

FACTS

No written operating procedures are currently in place for the Lab. An established undocumented pattern is followed and conforms to the software formats used and to Industry Standards. One of the two request forms which accompany the device is:

1. Appendix A – SBCSD Audio/Video Processing Request (green)
2. Appendix B – SBCSD Electronic Storage Device Processing Request (blue)

Each Form must also be accompanied by either a Consent to Search or Search Warrant. These four forms document the scope of its work.

No specific procedure exists for the investigation of alleged documents on a device. The Lab follows the instructions and scope of investigation on one of the two forms: Appendix A or B.

The Lab personnel, all sworn officers, are not individually certified. The Lab is not accredited, nor within the structure of the Scientific Investigation Division, which is accredited. The Lab personnel work with The International Society of Forensics Computer Examiners (www.isfce.com) for individual certification. The Lab is working with The American Society of Crime Laboratory Directors/Laboratory Accreditation Board (www.ascl-d-lab.org) for Accreditation. The Lab is in the San Bernardino County Sheriff Department, Specialized Investigation Division, Hi-Tech Crime Detail.

Investigations of work performed are peer reviewed; no oversights or audits are in place at any frequency. The oversight function is not a requirement prior to the accreditation of the Lab.

Four software programs are currently in use by the Lab for Hi-Tech Computer Forensics investigations; all four software programs were at the current revision level at the time of the visitation.

1. Audio – Diamond Cut
2. Cellphone – XRY and Secure View
3. Video – Cognitech
4. Computer – EnCase

Software updates are not automatic because of the Lab's secure firewall. Software updates are uploaded manually.

The software update used during the investigation was and is still not recorded on the report (See Appendix A and B). The retesting of devices, if updates have been implemented during court proceedings, cannot be determined since the version was not documented on the Lab's paperwork which was an issue in a criminal case.

The Lab personnel were unaware of any complaints within the last three years.

The Lab work area at SBCSD headquarters includes three individually secure labs. The data evaluation area consists of six work stations.

The Rancho Cucamonga Sheriff Office has a Lab; this lab is not accredited. The two Labs communicate, sharing knowledge. The Lab at the SBCSD Headquarters provides its services to 13 other agencies: the FBI, Secret Service and law enforcement from other counties.

The San Bernardino County Sheriff Department - SBCSD Crime Scene Investigation training unit does not provide classes covering the Lab specific topics. The Lab personnel have in the past and currently are attending classes provided by state-of-the-art manufacturers of video, audio, cellphones, and computer electronic devices.

FINDINGS

1. No documented operating procedures currently exist.
2. The Lab personnel and the Lab are not certified individually or accredited as a Hi-Tech Forensic Lab.
3. Software updates are not occurring automatically due to the SBCSD secure firewall; updates must be uploaded manually.

RECOMMENDATIONS

- 14-4 The Lab document the Industry Standards used. An oversight (self-evaluation) routine be implemented in the procedures, setting a frequency and scope of oversight. (Finding 1)
- 14-5 The Lab establish and maintain progress toward Lab accreditation and individual Lab personnel certification. (Finding 2)
- 14-6 The revision level of the software used to investigate an electronic device be

entered on the document accompanying the device. (See Appendices A and B).
(Finding 3)

ATTACHMENTS

Appendix A - SBCSD Audio/Video Processing Request (green)

Appendix B - SBCSD Electronic Storage Device Processing Request (blue)

| <u>Responding Agency</u> | <u>Recommendations</u> | <u>Due Date</u> |
|---------------------------------------|------------------------|-----------------|
| San Bernardino County Sheriff-Coroner | 14-4 through 14-6 | 10/01/14 |

San Bernardino County Sheriff's Department Electronic Storage Device Processing Request



| | | | |
|--------------|--|---------|---------|
| AGENCY | | STATION | CASE # |
| CASE AGENT | | ID # | PHONE # |
| RECOVERED BY | | ID # | OPT # |
| REQUESTED BY | | ID # | T # |
| PROCESSED BY | | ID # | OTHER # |

DATA RECOVERY
 DATA ANALYSIS
 HARDWARE IDENTIFICATION

ELECTRONIC STORAGE DEVICE

| TYPE | MAKE | MODEL | SERIAL # | EXTERNAL CONDITION |
|------|------|-------|----------|---|
| | | | | GOOD <input type="checkbox"/> POOR <input type="checkbox"/> |

MISC. INFORMATION

CASE INFORMATION

VICTIM/SUSPECT

CRIME TYPE

CASE SUMMARY

INFO. REQUESTED

KEY WORD(S) SEARCH

AUTHORIZATION

SEARCH WARRANT #

**Copy must be provided with Request Form if applicable*

CONSENT TO SEARCH

**Copy must be provided with Request Form if applicable*

CHAIN OF CUSTODY

| NAME | EMP # | DATE | AGENCY |
|------|-------|------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

****FOR OFFICIAL HTCD USE ONLY****

Appendix A – Back of form

Form Information

AGENCY - Provide agency name (no abbreviations).
STATION - Provide station number or other specific identifier.
CASE # - Provide the agencies full case number.
CASE AGENT - Name of case agent or investigator.
TELEPHONE # - Telephone number or contact number for the case agent or investigator.
RECOVERED BY - Name of subject collecting the evidence. EMPLOYEE # - Personal I.D. number or badge number.
OPT # - Property tag number.
REQUESTED BY - Name of subject making the request for processing. EMPLOYEE # - Personal I.D. number or badge number.
T # - Internal tracking number assigned to the San Bernardino County Sheriff's Department's Hi-Tech Crime Detail.
PROCESSED BY - Name of subject conducting the request for processing. EMPLOYEE # - Personal I.D. number or badge number.
OTHER # - Additional internal tracking number used by requesting agency or outside processing source.
AUDIO - Recovery and/or enhancement of data from audio storage media i.e., Cassette Tape, Micro Cassette Tape, CD, Mini CD, Memory Card, Memory Stick, etc.
VIDEO - Recovery and/or enhancement of data from video storage media i.e., VHS, VHS-C, S-VHS, 8mm, 8mm Digital, 6mm (Digital Video), Hard Drive, Memory Card, Memory Stick, CD, DVD, etc.
TYPE - Type of storage media. See above items "AUDIO" and "VIDEO" for samples and suggestions.
MAKE - Name of Manufacturer.
MODEL - Manufacturer's Model Name and/or Number.
SERIAL # - Manufacturer Serial Number and/or other identifying number.
RECORDING SPEED - Look for identifying speed i.e., SP, EP, LP, 24 Hour, 36 Hour, 72 Hour, 96 Hour, 1x, 2x, 3x, 4x, etc.
RECORDING METHOD - Stereo, Mono, Analog, Digital, etc.
UNIT DESCRIPTION - Identify any markings, wording, images, or other characteristics.
UNIT CONDITION - Rate exterior condition of storage media as GOOD or POOR condition.
STORAGE CASE DESCRIPTION - Identify any markings, wording, images, or other characteristics.
STORAGE CASE CONDITION - Rate exterior condition of storage media as GOOD or POOR condition.
MISC. INFORMATION - Note in detail any exterior damage i.e., Dents, Scratches, Breakage, Water/Moisture; and any other identifying marks or specific details of the way the media was being stored or used may provide assistance towards its processing.
CONVERTER INFORMATION - Provide information i.e., TYPE - Digital to Analog, Analog to Digital, etc., MAKE, MODEL, SERIAL NUMBER.
MULTIPLEX INFORMATION - Provide information on TYPE - Duplex, Quad, etc., MAKE, MODEL, SERIAL NUMBER.
TIME LAPSE RECORDER - Provide information on TYPE - 24 Hour, 36 Hour, 72 Hour, 96 Hour, etc., MAKE, MODEL, SERIAL NUMBER.
VICTIM/SUSPECT - First and last name of the victim and/or suspect.
CRIME TYPE - List the appropriate code violation.
CASE SUMMARY - Provide a brief summary of the case and the relationship the hardware has in the investigation.
INFORMATION REQUESTED - Provide detailed information as to the specific or type of information being sought in the investigation if known.
SEARCH WARRANT # - Issued Search Warrant #. Search Warrant should encompass the RECOVERY and ANALYSIS of data and/or hardware.
CONSENT TO SEARCH - Person authorizing consent search. Consent should encompass the RECOVERY and ANALYSIS of data and/or hardware.
CHAIN OF CUSTODY NAME - Name of subject taking possession of the evidence. EMPLOYEE # - Personal I.D. number or badge number.
DATE - Date possession was taken of evidence.
AGENCY - Agency name (no abbreviations).

Recovery Guidelines

The following information is provided as a general guideline to assist law enforcement personnel in the identification and recovery of computer related evidence. This will further assist law enforcement personnel in the investigation and prosecution of criminal and administrative cases,

Prepare for the Search and/or Seizure

- Consent to Search - It is recommended the Consent to Search form be used for the recovery of potential evidence **and** consent should also be given to allow for the recovery and analysis of data.
- Search Warrant - It is recommended a Search Warrant be obtained to allow for the collection of potential evidence **and** to allow additionally for the recovery and analysis of data.

Conducting the Search and/or Seizure

- Secure the scene (OFFICER SAFETY IS PARAMOUNT).
- Identify potential evidence.
- Secure, record, and collect evidence using acceptable agency and law enforcement practices.

Processing

- Package, transport, and store evidence using acceptable agency and law enforcement practices.
- Proper request made for the processing, analysis, and examination of potential evidence.

IMPORTANT INFORMATION

ADDITIONAL RESOURCE INFORMATION ON PROCEDURES AND GUIDELINES CAN BE LOCATED IN THE
~**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT'S**~
SEIZING ELECTRONIC EVIDENCE BOOKLET

San Bernardino County Sheriff's Department Audio/Video Processing Request



| | | |
|--------------|---------|---------|
| AGENCY | STATION | CASE # |
| CASE AGENT | ID # | PHONE # |
| RECOVERED BY | ID # | OPT # |
| REQUESTED BY | ID # | T # |
| PROCESSED BY | ID # | OTHER # |

AUDIO VIDEO

| | | | |
|--------------------|-------------------------------|-------------------------------|-------------------------------|
| TYPE | MAKE | MODEL | SERIAL # |
| RECORDING SPEED | | | |
| RECORDING METHOD | | | |
| UNIT DESCRIPTION | | | |
| UNIT CONDITION | GOOD <input type="checkbox"/> | FAIR <input type="checkbox"/> | POOR <input type="checkbox"/> |
| STORAGE CASE DESC. | | | |
| STORAGE CASE COND. | GOOD <input type="checkbox"/> | FAIR <input type="checkbox"/> | POOR <input type="checkbox"/> |
| MISC. INFORMATION | | | |

RECORDING EQUIPMENT

| CONVERTER INFORMATION | | | |
|---------------------------------|------|-------|----------|
| TYPE | MAKE | MODEL | SERIAL # |
| MULTIPLEX INFORMATION | | | |
| TYPE | MAKE | MODEL | SERIAL # |
| TIME LAPSE RECORDER INFORMATION | | | |
| TYPE | MAKE | MODEL | SERIAL # |
| MISC. INFORMATION | | | |

CASE INFORMATION

| | |
|----------------|--|
| VICTIM/SUSPECT | |
| CRIME TYPE | |
| CASE SUMMARY | |
| | |
| | |

| | |
|-----------------|--|
| INFO. REQUESTED | |
| | |

AUTHORIZATION

| | | |
|-------------------|--|--|
| SEARCH WARRANT # | | *Copy must be provided with Request Form if applicable |
| CONSENT TO SEARCH | | *Copy must be provided with Request Form if applicable |

CHAIN OF CUSTODY

| NAME | EMP # | DATE | AGENCY |
|------|-------|------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

FOR OFFICIAL HTCD USE ONLY

Appendix B – Back of form

Form Information

AGENCY - Provide agency name (no abbreviations).

STATION - Provide station number or other specific identifier.

CASE # - Provide the agencies full case number.

CASE AGENT - Name of case agent or investigator.

TELEPHONE # - Telephone number or contact number for the case agent or investigator.

RECOVERED BY - Name of subject collecting the evidence. EMPLOYEE # - Personal I.D. number or badge number.

OPT # - Property tag number.

REQUESTED BY - Name of subject making the request for processing. EMPLOYEE # - Personal I.D. number or badge number.

T # - Internal tracking number assigned to the San Bernardino County Sheriff's Department's Hi-Tech Crime Detail.

PROCESSED BY - Name of subject conducting the request for processing. EMPLOYEE # - Personal I.D. number or badge number.

OTHER # - Additional internal tracking number used by requesting agency or outside processing source.

DATA RECOVERY - Request made for the recovery of data from storage media i.e., Hard Drives, Floppy Discs, Zip Drives, Jazz Drives, etc.

DATA ANALYSIS - Request made for the actual review and analysis of recovered data.

HARDWARE IDENTIFICATION - Request made for recovered hardware to be identified i.e., Type, Make, Model, Purpose, etc.

TYPE - Type of hardware i.e., CPU, Notebook, Palm PC, Hard Drive, Zip Drive, jazz Drive, Floppy Disc, CD, DVD, Memory Card, FAX Machine, Cell Phone, Pager, Digital Camera, Digital Video, Digital Audio, etc.

MAKE - Name of Manufacturer.

MODEL - Manufacturer's Model Name and/or Number.

SERIAL # - Manufacturer Serial Number and/or other identifying number.

EXTERNAL CONDITION - Visibly rate exterior condition of hardware as GOOD or POOR condition.

MISC. INFORMATION - Note in detail any exterior damage i.e., Dents, Scratches, Breakage, Water/Moisture; and any other identifying marks or specific details of the way the hardware was connected that may provide assistance towards its processing.

VICTIM/SUSPECT - First and last name of suspect and/or victim.

CRIME TYPE - List the appropriate code violation.

KEYWORD(S) SEARCH - Provide a list of key words, names, or numbers that would be valuable to your case that you wish to have recovered.

CASE SUMMARY - Provide a brief summary of the case and the relationship the hardware has in the investigation.

INFORMATION REQUESTED - Provide detailed information as to the specific or type of information being sought in the investigation if known.

SEARCH WARRANT # - Issued Search Warrant #. Search Warrant should encompass the RECOVERY and ANALYSIS of data and/or hardware.

CONSENT TO SEARCH - Person authorizing consent search. Consent should encompass the RECOVERY and ANALYSIS of data and/or hardware.

CHAIN OF CUSTODY NAME - Name of subject taking possession of the evidence. EMPLOYEE # - Personal I.D. number or badge number.

DATE - Date possession was taken of evidence.

AGENCY - Agency name (no abbreviations).

Recovery Guidelines

The following information is provided as a general guideline to assist law enforcement personnel in the identification and recovery of computer related evidence. This will further assist law enforcement personnel in the investigation and prosecution of criminal and administrative cases,

Prepare for the Search and/or Seizure

- Consent to Search - It is recommended the Consent to Search form be used for the recovery of potential evidence **and** consent should also be given to allow for the recovery and analysis of data.
- Search Warrant - It is recommended a Search Warrant be obtained to allow for the collection of potential evidence **and** to allow additionally for the recovery and analysis of data.

Conducting the Search and/or Seizure

- Secure the scene (OFFICER SAFETY IS PARAMOUNT).
- Identify potential evidence.
- Secure, record, and collect evidence using acceptable agency and law enforcement practices.

Processing

- Package, transport, and store evidence using acceptable agency and law enforcement practices.
- Proper request made for the processing, analysis, and examination of potential evidence.

IMPORTANT INFORMATION

ADDITIONAL RESOURCE INFORMATION ON PROCEDURES AND GUIDELINES CAN BE LOCATED IN THE
~**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT'S**~
SEIZING ELECTRONIC EVIDENCE BOOKLET

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT TRACKING OF EQUIPMENT AND CAPITAL ASSETS

BACKGROUND

The Grand Jury chose to examine the equipment tracking and inventory system including the equipment orders needed to furnish the new Adelanto High School. An additional factor involved was the time delay between ground breaking and the actual opening of the school.

METHODOLOGY

Research

The committee studied policies and procedures of the Victor Valley Union High School District (VVUHSD) through extensive research of the board protocols posted on Gamut Online (www.gamutonline.net). Protocols are available to the public through the use of the UserName “public” and the Password “victorvalley” with a link provided on www.vvuhd.org. At the Gamut Online site, direct access to the Education Code for California can be accessed with a link to the specific Education Code section.

VVUHSD agendas and minutes posted online for the last five (5) years were studied thoroughly. Agendas show financial information for first and second interim reports, unaudited actuals, purchase order approvals and Audit Reports for the Fiscal Years Ending June 30, 2011; June 30, 2012; and June 30, 2013. Declarations of Surplus Equipment approved by the VVUHSD School Board were studied for November 17, 2011; April 18, 2013; and February 20, 2014.

Interviews

Grand Jurors interviewed school personnel over the course of six months.

FACTS

Purchasing procedures for VVUHSD are detailed in AR 3310 Business and Non-instructional Operations. Purchase orders are reviewed by appropriate administrative personnel, signed by the Superintendent or designee, and finalized by the business office. Purchase orders are submitted to the Board for approval at regular Board meetings. Supplies and equipment, with the exception of special orders, are to be processed through the district warehouse and deliveries made promptly to schools and departments.

Inventory

VVUHSD BP 3440 for Business and Non-instructional Operations contains information about the maintenance of district property. “In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain an inventory in a manner approved by the State Board of Education for the following:

1. All items currently valued in excess of \$500.
2. All items purchased with federal funds or matching non-federal funds and acquired at a unit cost of \$300 or more.”

According to VVUHSD AR 3440, each site administrator or designee shall maintain an inventory of all equipment. Information that must be recorded:

1. Description (with manufacturer’s name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition.
4. Funding Source (grant source and grant title).
5. Purpose for which the purchase was made.
6. Current use, condition, and location.
7. Date on which inventory information was verified.

“All equipment purchased with federal funds or non-federal matching funds shall be labeled with the district’s name and an equipment or inventory control number. The date and mode of disposal of all equipment removed from the inventory shall also be recorded. Copies of the inventory shall be kept at the district office and school site. A physical inventory shall be conducted annually.”

California Education Code 35168 provides further details for the Inventory of Equipment. “The governing board of each school district shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceeds five hundred dollars (\$500) per item, the date of acquisition, the location of use, and time and mode of disposal.”

Sale and Disposal of Books, Equipment and Supplies

VVUHSD BP 3270 provides for the sale and disposal of books, equipment and supplies. “When district-owned books, equipment, and supplies become unusable, obsolete, or no longer needed, the Superintendent or designee shall identify these items to the Governing Board, together with their estimated value and a recommendation that they be sold or

disposed of by one of the methods prescribed in law and administrative regulation. With Board approval, the Superintendent or designee shall arrange for the sale or disposal of these items. The Superintendent or designee shall establish procedures to be used when selling equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.”

California Education Code 60510 provides for the disposal of surplus or obsolete materials “in any of the following ways:

- (a) By donation to a governing board, county free library, or other state institution.
- (b) By donation to a public agency or institution of any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States.
- (c) By donation to a nonprofit charitable organization.
- (d) By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of people.
- (e) By sale.”

Management of District Assets/Accounts

VVUHSD under BP 3400 establishes business and non-instructional operations relating to the management of district assets/accounts. In June 1999, the Governmental Accounting Standards Board (GASB) issued Statement #34 to modify accounting and financial reporting requirements. “Among the requirements of GASB 34 is that districts determine an appropriate capitalization threshold and begin identifying and valuating capital assets. The effective date of these requirements varied depending on the district’s total annual revenues, but all districts will be subject to the requirements by 2003-04.”

The California Department of Education recommended a capitalization threshold that includes a unit acquisition cost criterion of at least \$5,000, although a lower threshold may be necessary for small districts. In addition, the Superintendent or designee shall determine the estimated useful life of each capital asset and shall report the estimated loss of value, or depreciation, during each accounting period for all capital assets.

VVUHSD utilized Assetmaxx for its Property Accounting Ledger to assist the District in meeting the GASB 34 requirements. The online program contained categories for asset tag, split, class, quantity, description, acquisition date, life, total cost, accumulated depreciation and book value. A district log-on was provided for one person to access the program; however, several people utilized the same log-on to access the program.

Property Accounting Ledger Example from VVUHSD

| Asset Tag | Split | Class | Qty | Description | Acq. Date | Life | Total Cost | Accumulated Depreciation | Book Value |
|------------|-------|-------|-----|-------------------------------|------------|------|------------|--------------------------|------------|
| 0707310002 | 100% | 2900 | 1 | Group of Asphalt | 01/01/1964 | 20 | 104,673.18 | 104,673.18 | 0.00 |
| 0707310098 | 100% | 2900 | 1 | Flag Pole | 01/01/1952 | 20 | 303.62 | 303.62 | 0.00 |
| 0707310008 | 100% | 2900 | 1 | Group of Wrought Iron Fencing | 01/01/1997 | 20 | 18,160.15 | 15,474.51 | 2,685.64 |
| 0707310005 | 100% | 2900 | 1 | Group of Asphalt | 01/01/1997 | 20 | 212,391.16 | 180,974.32 | 31,416.84 |

Audit Report

Nigro and Nigro PC of Murrieta, California performed the independent auditors' report for Fiscal Years ending June 30, 2011, June 30, 2012 and June 30, 2013. These reports appeared in the VVUHSD Board Agendas for February 2, 2012; February 21, 2013; and January 23, 2014 respectively.

The June 30, 2011 Audit noted the Original Finding 2010-1 regarding Capital Asset Accounting "the District was unable to clearly identify the capital assets recorded during the 2009-2010 fiscal year." Finding 2010-2 regarding Equipment Inventory noted "the District has no procedures for maintaining a detailed inventory of equipment. Furthermore, a physical inventory of capital assets has not been performed in the last two years." The Recommendations of these Findings were to update the capital assets listing and to assign an employee to the task of recording capital assets on a current basis. In addition, a physical inventory of capital assets needed to be undertaken in 2010-11.

The June 30, 2012 Audit Finding 2012-2 regarding Capital Asset Accounting noted "the District was unable to clearly identify the capital assets recorded during the 2011-12 fiscal year. Furthermore, the District did not maintain a detailed inventory of capital assets." A Recommendation was made that "an employee needs to be assigned the task of tracking all future acquisitions and disposals." The District's response was, "Staff has been assigned in the warehouse and in fiscal services to keep the information current. Warehouse staff will ensure that items are entered as received. Fiscal Services staff will update the existing information and as items are removed."

The June 30, 2013 Audit had similar Findings and Recommendations to the two previous years. Finding 2013-1 noted the District was unable to clearly identify the capital assets recorded during the 2012-13 fiscal year. The District did not maintain a detailed inventory of capital assets including improvements, buildings and equipment. In addition, the District did not have records to monitor the disposal of capital assets made during the year. A recommendation was made to update the capital assets listing to include an itemized listing of construction projects as of June 30, 2013. In addition, a recommendation was made for an employee to be assigned the task of tracking all future acquisitions and disposals. It was noted that it might be beneficial to consider hiring a firm to conduct a full inventory of capital assets during 2013-14.

FINDINGS

1. The VVUHSD utilized Assetmaxx during 2012-2013. Land parcels and land improvements are noted on the first page of the report. Acquisition of land parcels were noted for 1915, 1952, 1959, 1975, 1991, 2000 and 2005. Several District personnel shared the same log-in name and password for the Assetmaxx program. A 100 page printout was available from a zip file with information that had been recorded. The Assetmaxx program could not be accessed on April 10, 2014 when Grand Jurors visited because rights to the program had been terminated due to nonpayment of fees.

2. The Assetmaxx program has headings for asset tag, split, class, quantity, description, acquisition date, life, total cost, accumulated depreciation and book value. These headings differ from those needed for equipment inventories: description (with manufacturer's name and/or model number); identification and/or serial number; date and cost of acquisition; funding source (grant source and grant title); purpose for which the purchase was made; current use, condition, and location; and date on which inventory information was verified. In addition, other necessary headings such as date of disposal and method of disposal need to be documented. The asset tag number used in Assetmaxx has eight to 10 digits whereas the District supplied asset tag numbers of either four or five digit numbers do not match.

3. The District does not follow guidelines in AR 3440 requiring that copies of the inventory shall be kept at the district office and school site and that a physical inventory shall be conducted annually. According to VVUHSD AR 3440, each site administrator or designee shall maintain an inventory of all equipment.

4. Some items purchased for \$500 or more have a barcoded asset tag but no barcode reader is available.

5. Previously approximately 75% of supplies and equipment was processed through the district warehouse and by April 10, 2014 approximately 99% was being processed through the district warehouse. Special orders that contain equipment valued at \$500 or more are sometimes sent directly to the school site instead of the warehouse.

6. Some equipment valued at \$500 or more was delivered to the construction site of the Adelanto High School and not received initially at the district warehouse. Non-district personnel (i.e. construction workers) were asked to sign for the shipments since no District employee was on site to expedite the delivery. District employees were not always informed of the receipt of equipment and had to travel to the construction site to asset tag items valued at \$500 or more. Some pieces of equipment were then transferred to the former Goodwill campus which was serving as a temporary site for the Adelanto High School causing delays and lack of security for valuable items. Some equipment seen at the yet-to-be opened Adelanto High School did not have asset tags as of the Grand Jury visit on April 17, 2014.

7. As noted on the declarations of surplus equipment, some of the items disposed of during the last three years had asset tag numbers and others did not. No estimated value was noted on any of the three approvals for disposal (see attachments A, B, C). The VVUHSD School Board took action on all three requests but the method for disposal of the five (5) available methods was not noted in the requests.

RECOMMENDATIONS

- 14-7 Each district employee have a unique log-in name and password when using a computer program. (Finding 1)
- 14-8 Maintain access to the Assetmaxx program that tracks district assets or contract for a similar financial program. (Finding 1)
- 14-9 Acquire or use an asset tracking system that meets needs of tracking capital assets and equipment. Either the Assetmaxx program needs to allow for a variety of other headings than for those set on the property accounting ledger, or another software source needs to be utilized with yearly payment of user fees. (Finding 2)
- 14-10 The District follow guidelines in AR 3440 requiring that copies of all inventories should be kept at the District office or school site and that a physical inventory be conducted annually. (Finding 3)

- 14-11 Each site administrator or designee maintain an inventory of all equipment. (Finding 3)
- 14-12 Each item purchased for \$500 or more needs to be asset tagged then processed and submitted to the proper department/school in a timely manner. (Findings 4 and 6)
- 14-13 Each site dealing with inventory management needs a barcode reader. (Finding 4)
- 14-14 The District maintain their policy (AR 3310) of equipment purchases including special orders of equipment valued at \$500 or more being sent to the District warehouse prior to distribution to school sites. (Finding 5)
- 14-15 As new school sites are opened in the future, the District should have a representative available on site to receive valuable equipment. (Finding 6)
- 14-16 Adhere to VVUHSD BP 3270 for disposal of surplus items. (Finding 7)
- 14-17 Declarations of surplus equipment need to have methods of disposal noted. If the equipment were purchased through federal funds or matching non-federal funds, it needs to be sold with funds distributed accordingly. (Finding 7)

| <u>Responding Agency</u> | <u>Recommendations</u> | <u>Due Date</u> |
|--|------------------------|-----------------|
| Victor Valley Union High School District Board | 14-7 through 14-17 | 10/01/14 |

**Meeting of
November 17,2011
FOR: Action**

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES RE:

Approval of Surplus Declaration

BACKGROUND INFORMATION:

As per Education Code 17545-17555, the Governing Board shall declare as surplus those items determined to no longer be useful to the District. The items listed below serve no useful purpose to the District and therefore it is in the District's best interest to dispose of said items.

| <u>Item Description</u> | <u>Quantity</u> |
|-------------------------------|-----------------|
| Apple iMac | 9 each |
| Computer CPU | 8 each |
| Printer | 7 each |
| Sharp Television | 1 each |
| Enterasys Network | 2 each |
| Cabletron Systems Smart Stack | 1 each |

CURRENT CONSIDERATIONS / FINANCIAL IMPLICATIONS:

None

STAFF RECOMMENDATION:

It is recommended that the Board declare the District property listed above as surplus. Further declare that Herb Calderon, Assistant Superintendent, Business and/or Phillip Ethridge, Director of Purchasing, may dispose of said items in an appropriate manner in accordance with Education Code 17545-17555

SUBMITTED BY: Phillip O. Ethridge
Director of Purchasing

Meeting of: April 18, 2013

For: Action

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES

From: Kim K. Hayes; Director of C.I.S.

RE: Declaration of Surplus Equipment

Background:

The attached list consists of obsolete technology equipment

Recommendation:

I request that the equipment listed below be declared surplus.

SURPLUS LIST

| SITE | DESCRIPTION | SERIALNBR. | ASSETNBR. |
|------|---------------|--------------|-----------|
| SHS | Tangent Tower | C5850077 | 6198 |
| SHS | Tangent Tower | C5B50083 | 6228 |
| SHS | Tangent Tower | C5C50016 | 6224 |
| SHS | Tangent Tower | T22011065 | 0437 |
| SHS | Tangent Tower | T38501777 | 03268 |
| SHS | Tangent Tower | C5850082 | 6177 |
| SHS | Tangent Tower | C5850088 | 6206 |
| SHS | Multiwave | | 33518 |
| SHS | Tangent Tower | P51502624C | |
| SHS | Tangent Tower | T1604295 | 01914 |
| SHS | Tangent Tower | T1604310 | 01750 |
| SHS | Tangent Tower | T1604296 | 008819 |
| SHS | Tangent Tower | T1700110 | 005615 |
| SHS | Tangent Tower | T1700160 | 00527 |
| SHS | Multiwave | 8595134 | |
| SHS | Multiwave | 30691 | 008630 |
| SHS | Multiwave | 30686 | |
| SHS | Multiwave | 30685 | |
| SHS | Tangent Tower | T3C504600 | 007698 |
| SHS | Tangent Tower | T2201066 | 8501 |
| SHS | Tangent Tower | T1204344 | 00649 |
| SHS | Tangent Tower | T2400475 | |
| SHS | Tangent Tower | T3550821 | 008562 |
| SHS | Tangent Tower | P5150625CO | 8381 |
| SHS | Tangent Tower | T1604256 | 00799 |
| SHS | Tangent Tower | T3550805 | 008550 |
| SHS | Tangent Tower | T1700169 | 01448 |
| SHS | Apple | XA9391 AOGSN | |
| SHS | Tangent Tower | T1604315 | 1675 |
| SHS | Tangent Tower | C6440049 | |
| SHS | Tangent Tower | T1604266 | 775 |
| SHS | Tangent Tower | P5150626C8 | 013447 |
| SHS | Tangent Tower | P5150620CO | 013446 |
| SHS | Tangent Tower | C5850101 | 6183 |
| SHS | Tangent Tower | T3C50433 | 7716 |
| SHS | Multiwave | | 33518 |
| SHS | Tangent Tower | T160342 | 678 |
| SHS | Tangent Tower | T1604276 | 811 |
| SHS | Tangent Tower | C7140029 | 6566 |

Meeting of: February 20, 2014

For: Action

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

TO: MEMBERS OF THE BOARD OF TRUSTEES
From: Dave Bertelsen; Network manager / Technology Services
RE: Declaration of Surplus Equipment

Background:

The attached list consists of obsolete technology equipment

CURRENT CONSIDERATIONS/FINANCIAL IMPLICATIONS:

STAFF RECOMMENDATION:

Approve the list of equipment listed to be declared surplus

SUBMITTED BY: Dave Bertelsen
Network Manager, Educational Services

WUHSD surplus equipment - Submitted February 20, 2014 Board Meeting

| Site | Item | Serial# | Asset# | Manufacture |
|-----------------|-------------|------------------|--------|-------------------|
| District office | WORKSTATION | T3C50237 | 4390 | TANGENT |
| District office | WORKSTATION | T3850125 | 3546 | TANGENT |
| District office | WORKSTATION | C6150009 | 7249 | TANGENT |
| District office | WORKSTATION | T4850308 | | TANGENT |
| District office | WORKSTATION | 7001553310 | | GENERIC |
| District office | LAPTOP | CNF4071FOT | | HP700T1 |
| District office | FIREWALL | FGTKX3607500106 | 3598 | FORTIGATE 1000FA2 |
| District office | FIREWALL | G1G8002707000252 | 3597 | FORTIANALYZER 800 |
| University Prep | WORKSTATION | T4750634 | 4655 | TANGENT |
| University Prep | WORKSTATION | T4750628 | 4667 | TANGENT |
| University Prep | WORKSTATION | T4750629 | 4664 | TANGENT |
| University Prep | WORKSTATION | T4750659 | 4684 | TANGENT |
| University Prep | WORKSTATION | T4750647 | 4656 | TANGENT |
| University Prep | WORKSTATION | T4750636 | 4673 | TANGENT |
| University Prep | WORKSTATION | (6540077 | 6395 | TANGENT |
| University Prep | WORKSTATION | C6540090 | 6387 | TANGENT |
| University Prep | WORKSTATION | T4750631 | 4660 | TANGENT |
| University Prep | WORKSTATION | C6540078 | 6400 | TANGENT |
| University Prep | WORKSTATION | T4750645 | 4668 | TANGENT |
| University Prep | WORKSTATION | T4750646 | 4661 | TANGENT |
| University Prep | WORKSTATION | P5770398 | 6049 | TANGENT |
| University Prep | WORKSTATION | 2115 | | TANGENT |
| University Prep | WORKSTATION | C6440040 | 6292 | TANGENT |
| University Prep | WORKSTATION | C6540091 | 6384 | TANGENT |
| University Prep | WORKSTATION | P5770465 | 6102 | TANGENT |
| University Prep | WORKSTATION | C6440018 | 6301 | TANGENT |
| University Prep | WORKSTATION | T4750649 | 4686 | TANGENT |
| University Prep | WORKSTATION | T4750658 | 4681 | TANGENT |
| University Prep | WORKSTATION | T4750643 | 4662 | TANGENT |
| University Prep | WORKSTATION | T4750653 | | TANGENT |
| University Prep | WORKSTATION | C7140050 | 6585 | TANGENT |
| University Prep | WORKSTATION | C6440020 | 6273 | TANGENT |
| University Prep | WORKSTATION | C6440012 | 6294 | TANGENT |
| University Prep | WORKSTATION | C640014 | 6263 | TANGENT |
| University Prep | WORKSTATION | P5770415 | 14404 | TANGENT |
| University Prep | WORKSTATION | P577043 | | TANGENT |
| University Prep | WORKSTATION | (6440025 | 6302 | TANGENT |