



SUMMARY OF RESPONSES TO THE FINAL REPORTS OF THE 2016-2017 AND 2015-2016 SAN MATEO COUNTY CIVIL GRAND JURIES

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BACKGROUND

California Penal Code Section 933(a) requires the Grand Jury to “submit to the presiding judge of the superior court a final report of its findings and recommendations that pertain to county government matters during the fiscal or calendar year.” Section 933(c) requires comments from the governing body, elected county officers, or agency heads to the presiding judge of the superior court on the findings and recommendations within the required period of time. Governing bodies of public agencies are required to respond no later than 90 days after the Grand Jury submits a final report, elected county officers and agency heads no later than 60 days. All Civil Grand Jury reports and the responses can be reviewed on the following website: http://www.sanmateocourt.org/court_divisions/grand_jury.

Each year, the responses and comments submitted in response to reports issued by the prior year’s Grand Jury are evaluated by the then-current Grand Jury in light of California Penal Code Section 933.05(b), which requires the agency head, county officer, or governing body to provide one of four possible responses to each recommendation:

1. Has been implemented, with a summary of the action taken
2. Will implement the recommendation, with a timetable for the implementation
3. Requires further analysis, with an explanation and a timeframe for the response of up to six months from the release of the report
4. Will not implement because it is not warranted or is not reasonable, with an explanation

SUMMARY OF RESPONSES

2016-2017 Responses:

The 2016-2017 Grand Jury issued nine Final Reports that required responses from a total of 47 responding agencies. There were 26 recommendations, and a total of 303 responses were requested. The 2017-2018 San Mateo County Civil Grand Jury reviewed final reports and the formal responses filed by the affected agencies. The majority of responses stated that the Grand Jury’s recommendation had been implemented, will be implemented, or requires further study. Appendix A: Summary of Responses contains more specific content from the responses. The Appendix lists the final report title, followed by the recommendations. Responses are organized by responding agencies, applicable recommendations, and responses. The last column of the Summary Report indicates whether follow-up is indicated by the 2018-2019 Grand Jury.

Information gathered in Summary Reports provides the public a method by which to determine whether or not the affected agencies are responsive to the recommendations of the Grand Jury.

The table below indicates the overall responses:

RESPONSE	RECOMMENDATIONS	% OF TOTAL
Implemented	138	46
Will Implement	122	40
Requires Further Analysis	2	1
Will Not Implement	<u>41</u>	<u>13</u>
TOTALS	303	100

2015-2016 Responses:

There were 23 recommendations in the 2015-2016 Final Reports whose responses indicated that they would be implemented after the end of the 2016-2017 jury term. The 2017-2018 Grand Jury followed up on those recommendations.

The table below indicates the updated status:

RESPONSE	RECOMMENDATIONS	% OF TOTAL
Implemented	13	59
Will Not Implement	1	5
Follow-up in 2018-2019	<u>8</u>	<u>36</u>
TOTALS	22	100

The 2017-2018 Grand Jury thanks all the Respondents for their careful consideration of the Grand Jury's work on behalf of the residents of San Mateo County.

APPENDIX A: SUMMARY OF RESPONSES TO THE 2016-2017 SAN MATEO COUNTY CIVIL GRAND JURY FINAL REPORTS

<i>A Delicate Balance: Privacy vs. Protection</i>	
R1.	<p>In addition to providing a conspicuous link to usage and privacy policies on operator websites (as required by law for Automated License Plate Readers (ALPRs)), all law enforcement agencies in the County should create an easily accessible and simply written information webpage by December 31, 2017, which lists the types of surveillance tools (such as ALPRs) and investigative tools (such as ShotSpotter and body worn cameras) utilized by the agency. At a minimum, such a webpage shall include these details about each tool:</p> <ul style="list-style-type: none"> • What is the use and purpose of the technology, such as assisting in ongoing criminal investigations, locating missing children, or locating stolen vehicles • Who is authorized to collect or access the data collected • How the system is monitored to ensure that the data are secure • Who owns the surveillance technology • What measures were taken to ensure the accuracy of the data • How long the data will be retained
R2.	<p>All law enforcement agencies in the County shall increase the number and types of opportunities for community members to voice support for or opposition to any proposed addition of new surveillance technologies including, but not limited to:</p> <ul style="list-style-type: none"> • Surveying residents to better understand their concerns about law enforcement’s use of surveillance tools and address those concerns in public meetings, Town Halls, Neighborhood Watch sessions and other local gatherings. • Using social media platforms such as Nextdoor® to keep residents engaged and informed about surveillance technologies and its uses in your community.
R3.	<p>Staff shall bring to the city or town council (in the case of a police department or police bureau) or the Board of Supervisors (in the case of the Sheriff’s Office) a policy or ordinance for consideration at a public meeting by December 31, 2017. Such ordinances or policies should require, at a minimum:</p> <ul style="list-style-type: none"> • Plans to acquire new surveillance technology be announced at public meetings and other forums to ensure that the community is aware and engaged when new technology is under consideration. • Any “use policies” related to surveillance technology be readily available and easy to access on the city or County websites. • Oversight and accountability be supported by posting periodic reports on the effectiveness of the surveillance tools used in the community.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
San Mateo County Board of Supervisors	R1	<i>Response is the same as San Mateo County Sheriff's Office</i>	
	R2		
	R3		
San Mateo County Sheriff	R1	The San Mateo County Sheriff’s Office is working with the Northern California Regional Intelligence Center (NCRIC) to provide the public with a webpage that the Sheriff’s Office and countywide law enforcement agencies may use to post policies related to surveillance technology. The site will also include model policies for law enforcement’s role in protecting privacy, civil rights, and civil liberties	X
	R2	Implemented	
	R3	Will not implement	
Broadmoor Police Protection District	R1	Will not implement Presently, the Broadmoor Police Department does not own or operate, ALPRs, ShotSpotter, Body Worn Cameras or other related surveillance equipment.	
	R2	Will not implement	
	R3	Will not implement	

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Atherton Town Council	R1	Implemented	
	R2	Will implement for tools used in the conduct of basic police business, such as Body Worn Cameras and ALPRs	
	R3	Will not implement	
Belmont City Council	R1	Will not implement at this time This recommendation may be considered if the City decides to obtain surveillance technologies beyond Body Worn Cameras.	
	R2	Will not implement at this time This recommendation may be considered if the Police Department were to consider obtaining surveillance technologies beyond Body Worn Cameras.	
	R3	Will not implement at this time	
Brisbane City Council	R1	Implemented.	
	R2	Will implement for tools used in the conduct of basic police business, such as Body Worn Cameras and ALPRs	
	R3	Will not implement	
Burlingame City Council	R1	Implemented	
	R2	Will be implemented in part for tools used in the conduct of basic police business, such as Body Worn Cameras and ALPRs	
	R3	Will not implement	
Colma City Council	R1	Will be implemented in part The availability of the updated webpage will be based on the timeline established for the purchase and implementation of the equipment.	X
	R2	Will implement this recommendation for tools used to conduct of basic police business such as Body Worn Cameras and ALPRs	
	R3	Will not implement at this time	
Daly City City Council	R1	Implemented in part The City will expand its ALPR privacy and usage policy to include additional electronic equipment, if purchased, where the release of such information does not unnecessarily jeopardize public safety and criminal investigations.	
	R2	Will implement in part The City believes this request to be reasonable for tools used in the conduct of basic police business such as Body Worn Cameras and ALPRs.	
	R3	Will not implement	
East Palo Alto City Council	R1	Implemented in part The City provides a link to its privacy and usage policy on its website including information regarding electronic equipment, where the release of such information does not jeopardize public safety and criminal investigations.	
	R2	The City will implement this recommendation for tools used in the conduct of basic police business such as Body Worn Cameras and ALPRs.	
	R3	The City cannot fully implement the Grand Jury's broad recommendation.	

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Foster City City Council	R1	Will be implemented in part	X
	R2	The City will implement this recommendation for tools used in the conduct of basic police business such as Body Worn Cameras and ALPRs.	
	R3	Will not implement	
Half Moon Bay City Council	R1	Will not implement at this time The City does not use surveillance tools, nor does the San Mateo County Sheriff's Office, who provides law enforcement services, use ALPRs in the City.	
	R2	The City will work with the Sheriff's Office to ensure that residents are aware of surveillance tools, should these be used in the City.	
	R3	Will not implement at this time	
Hillsborough Town Council	R1	Implemented in part The NCRIC Automated License Plate Reader Policy is available from the Police Department webpage.	
	R2	Will implement for tools used in the conduct of basic police business such as Body Worn Cameras and ALPRs	
	R3	Will not implement	
Menlo Park City Council	R1	Implemented	
	R2	Implemented	
	R3	Implemented	
Millbrae City Council	R1	Will not implement at this time The City does not use surveillance tools, nor does the San Mateo County Sheriff's Office, who provides law enforcement services, use ALPRs in the City.	
	R2	Will work with the Sheriff's Office to ensure that residents are aware of surveillance tools, should these be used in the City	
	R3	Will not implement	
Pacifica City Council	R1	Will implement	X
	R2	Will implement for tools used in the conduct of basic police business such as Body Worn Cameras and ALPRs	
	R3	Will not implement	
Portola Valley Town Council	R1	Implemented	
	R2	The Town will cooperate with the Sheriff's Department, as necessary, to implement the recommendation.	
	R3	Implemented in part The Town adopted Ordinance No 2017-418 adding Chapter 9.02, Public Safety Information, to the Town's Municipal Code.	
Redwood City City Council	R1	Will implement in part As required by law, the City has already posted on the city website the operational policy governing the use of ALPR technology. The City will post operational policies for additional surveillance equipment where the release of such information does not unnecessarily jeopardize public safety and criminal investigations.	
	R2	Implemented	
	R3	Will not implement	

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
San Bruno City Council	R1	Implemented	
	R2	Will implement for tools used in the conduct of basic police business such as Body Worn Cameras and ALPRs	
	R3	Will not implement	
San Carlos City Council	R1	Implemented in part The City has provided a link from the City's website (Policies page) to the Sheriff's Office policy on automated license plate readers.	
	R2	The City and the Sheriff's Office will continue to conduct an open public process regarding new surveillance technologies and the Recommendations made will be considered as additional steps when implementing new technologies.	
	R3	Will not implement	
San Mateo City Council	R1	Implemented	
	R2	Implemented	
	R3	Will not implement	
South San Francisco City Council	R1	Implemented in part Has posted the link to the ALPR policy in the Police Department Manual	
	R2	Will implement in part The City finds this request to be reasonable for tools used in the conduct of basic police business such as Body Worn Cameras and ALPRs.	
	R3	Will not implement.	
Woodside Town Council	R1	Implemented. The Town has created a Key Topic page, available from it Emergency Services section of its website titled "Surveillance and Investigative Tools."	
	R2	Will not implement at this time ALPRs are not currently used in the Town.	
	R3	Will not implement	

**Acquisition and Deployment of Information Technology Resources
by the County of San Mateo**

- R1. The County Manager's Office and Information Services Department shall:
- Centralize the budgeting, cost-incurrence, personnel, operations, and responsibilities for backbone infrastructure and general-purpose hardware support not managed by user departments and *all* software support (including nonstandard, special mission applications) within the Information Services Department;
 - Discontinue actual charging of services to user departments and replace with a memorandum-charging system to mimic the current cross-charging method for continued grant reimbursement;
 - Continue inclusion of costs for supplies, capital, and leasing of hardware and software in departments using them, as is currently done.
- R2: The Information Services Department shall schedule replacement of the existing cross-charging method with the memorandum charging system for July 2018.
- R3: The Information Services Department shall assume single-point responsibility and accountability for all software security compliance throughout the County.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
San Mateo County Board of Supervisors	R1	Will Implement FY18-19	X
	R2	Will Implement in budget cycle 19-21	X
	R3	Will Implement December 2017	X

Animal Care and Control in San Mateo County

- R1. The County shall issue a request for proposals or a request for qualifications for animal control services in preparation for the end of the existing agreement term (July 2020) in an effort to bring transparency and competitive bidding to the process.
- R2. The County shall ensure that PHS/SPCA is accountable for meeting all reporting obligations and requests mandated by the agreement.
- R3. The County shall perform, at a minimum, annual facility and vehicle inspections to ensure a safe and healthy environment for the animals in the County's care and the staff that take care of them.
- R4. The County shall execute routine third-party performance audits on the contracted services at logical intervals, e.g. midway through a 5-year agreement term, to ensure efficient and effective service.
- R5. Upon completion of construction of the shelter, the County shall address the new facility maintenance and repair responsibilities in a new service agreement upon completion of construction of the shelter; some of these responsibilities shall be delegated to the contractor based on simplicity, urgency and specialization of the repair.
- R6. By December 31, 2017, the County shall identify options for handling the adoption of animals from the shelter.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
San Mateo County Board of Supervisors	R1	Will be implemented. The current animal control contract expires June 2020. During 2019 an RFP will be developed in concert with the Cities and issued to allow for competitive bidding for the Animal Control and Care contract.	X
	R2	Has been implemented. PHS/SPCA sends reports to the Health System, monthly, quarterly, and annually. Monthly and annual reports are sent to each City for review.	
	R3	Requires further analysis. Further deliberation between the County and PHS/SPCA is warranted for consideration to amend the current contract with PHS/SPCA.	X

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
	R4	Will be implemented. A deliverable in the current contract with the Cities calls for a third-party performance and financial audit of PHS/SPCA within the 5-year term of the contract. The Health System is currently drafting the RFP for the audit and will disseminate the RFP during 2018 with an anticipated award during spring 2018.	X
	R5	Will be implemented. The Health System, PHS/SPCA and DPW are currently working on a new maintenance agreement for the new shelter.	X
	R6	Will not implement.	

Can We See You Now? San Mateo County's Independent Special Districts Website Transparency Update

- R1. The eight independent special districts' websites that do not conform to the current standards set by the Special District Leadership Foundation's transparency checklist shall conform to the accepted criteria on or before December 31, 2017.
- R2. All independent special districts shall take the necessary steps to maintain their websites using the current standards set by the Special District Leadership Foundation so as to provide pertinent information to their constituents and to continue to qualify for the *District Transparency Certificate of Excellence*.
- R3. The eight independent special districts that qualify for the *District Transparency Certificate of Excellence* are strongly encouraged to apply for it to be recognized for their efforts.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Bayshore Sanitary District	R1	Implemented	
	R2	Will Not Implement	
Broadmoor Police Protection District	R1	Implemented	
	R2	Implemented	
Coastside County Water District	R2	Implemented	
	R3	Implemented	
Coastside Fire Protection District	R2	Implemented	
Colma Fire Protection District	R1	Will Implement by 12/31/17	X
	R2	Will Implement by 12/31/18	X
East Palo Alto Sanitary District	R1	Will Implement by 12/31/17	X
	R2	Will Implement	X
Granada Community Services District	R2	Implemented	
	R3	Will Implement by 12/31/17	X
Highlands Recreation District	R2	Implemented	
Ladera Recreation District	R1	Implemented	
	R2	Implemented	

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Menlo Park Fire Protection District	R2	Will Not Implement	
	R3	Will Not Implement	
Mid-Peninsula Water District	R1	Implemented	
	R2	Implemented	
Mid-peninsula Regional Open Space District	R2	Implemented	
	R3	Implemented	
Montara Water and Sanitary District	R2	Implemented	
	R3	Will Implement in 2018	X
North Coast County Water District	R2	Implemented	
Peninsula Health Care District	R2	Implemented	
San Mateo County Harbor District	R1	Implemented	
	R2	Implemented	
San Mateo County Mosquito and Vector Control District	R2	Implemented	
San Mateo County Resource Conservation District	R2	Will Not Implement	
	R3	Will Not Implement	
Sequoia Healthcare District	R2	Will Not Implement	
	R3	Will Not Implement	
West Bay Sanitary District	R2	Implemented	
	R3	Will Implement by 12/2017	X
Westborough Water District	R2	Implemented	
Woodside Fire Protection District	R1	Will Implement	
	R2	Will Implement	

English Is Not Our Only Language: Are Local Law Enforcement Agencies Providing Multilingual Access to Outreach Programs

- R1. All law enforcement agencies in San Mateo County shall modify their websites by including multilingual translation capability to potentially increase access and participation in outreach programs by non-English speaking residents by December 31, 2017.
- R2. The law enforcement agencies (Atherton, Brisbane, Colma, and Hillsborough) whose websites lack information about their outreach programs shall update their website with the outreach programs available on the home page or provide a prominent link to the outreach programs page, by December 31, 2017.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
San Mateo County Sheriff	R1	Implemented 07/21/17	
Broadmoor Police Protection District	R1	Implemented 01/08/18	
Atherton Town Council	R1	Will implement by 12/31/17	X
	R2	Implemented 09/20/17	
Belmont City Council	R1	Will implement by 06/30/17	X
Brisbane City Council	R1	Implemented 09/13/17	
	R2	Implemented	
Burlingame City Council	R1	Will implement, new website, 12/31/17	X
Colma Town Council	R1	Implemented	
	R2	Implemented	
Daly City Council	R1	Implemented	
East Palo Alto City Council	R1	Will implement by 12/31/17	X
Foster City City Council	R1	Will implement by 12/31/17	X
Half Moon Bay City Council	R1	Will implement by 12/31/17 Contract with SMC Sheriff for Police Services	X
Hillsborough Town Council	R1	Implemented, inserted "Select Language"	
	R2	Implemented	
Menlo Park City Council	R1	Implemented	
Millbrae City Council	R1	Implemented	
Pacifica City Council	R1	Implemented	
Portola Valley Town Council	R1	Will implement by 12/31/17 Town contracts with SMC Sheriff for Police Services	X

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Redwood City City Council	R1	Implemented in 2015	
San Bruno City Council	R1	Implemented	
San Carlos City Council	R1	Will implement by 12/31/17 Contract with SMC Sheriff for Police Services	X
San Mateo City Council	R1	Implemented	
South San Francisco City Council	R1	Implemented	
Woodside Town Council	R1	Will implement by 12/31/17 Police Services provided by SMC Sheriff	X

How Have San Mateo County Public Schools Responded to the Epinephrine Auto-Injector Law, SB 1266?

[To the San Mateo County Schools Insurance Group]:

- R1. The Grand Jury recommends that the San Mateo County Schools Insurance Group implement policies and procedures to confirm whether the school district offices are offering the annual training programs required by SB 1266.
- R2. The Grand Jury recommends that the San Mateo County Schools Insurance Group update and redistribute its packet of information describing the content and intent of SB 1266 and the required training program.

[To each school district]:

- R3. Each school district shall ensure that each of its schools keeps Pens in clearly labeled boxes that are in plain sight in the school's main administrative office.
- R4. Each school district shall ensure that each of its schools posts a list of faculty and staff who have completed the annual training program required by SB 1266. Such list should be posted in or near the school's Pens.
- R5. Each school district shall ensure that the packet of information provided by the San Mateo County Schools Insurance Group describing the content and intent of SB 1266 and the required training program, as may be updated from time to time, is available as a resource in each of its schools.
- R6. Each school district shall ensure that schools develop policies and procedures for the possible emergency use of Pens at off-site or evening on-site school supervised events and for the accommodation of students with known food or other allergies (i.e., designated areas in the cafeteria, allergen-aware classrooms, etc.)

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
San Mateo County Insurance Group	R1	No response	X
	R2	No response	X
San Mateo County Office of Education	R3	Implemented 09/07/17	
	R4	Implemented 09/07/17	
	R5	Implemented 01/30/18, confirmed by phone call, on website	
	R6	Implemented 09/07/17	

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Bayshore Elementary School District	R3	No response	X
	R4	No response	X
	R5	No response	X
	R6	No response	X
Belmont-Redwood Shores School District	R3	Will implement 08/23/17	X
	R4	Will implement 08/23/17	X
	R5	Will implement 08/23/17	X
	R6	Will implement, partial completion by 08/23/17	X
Brisbane School District	R3	No response	X
	R4	No response	X
	R5	No response	X
	R6	No response	X
Burlingame School District	R3	Implemented 08/16/17	
	R4	Implemented	
	R5	Implemented	
	R6	Will implement by 08/16/17	X
Cabrillo Unified School District	R3	Implemented 08/10/17	
	R4	Implemented	
	R5	Implemented	
	R6	Implemented	
Hillsborough City School District	R3	Implemented 08/23/17	
	R4	Will implement	X
	R5	Will implement	X
	R6	Implemented	
Jefferson Elementary School District	R3	Will implement 09/23/17	X
	R4	Will implement	X
	R5	Will implement	X
	R6	Implemented	
Jefferson Union High School District	R3	Implemented	
	R4	Implemented 08/20/17	
	R5	Implemented 08/20/17	
	R6	Implemented	

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
La Honda-Pescadero Unified School District	R3	Implemented 09/08/17	
	R4	Will implement 09/08/17	X
	R5	Will implement 09/08/17	X
	R6	Implemented	
Las Lomitas Elementary School District	R3	Implemented	
	R4	Will implement	X
	R5	Implemented	
	R6	Implemented	
Menlo Park City School District	R3	Implemented	
	R4	Will implement	X
	R5	Will implement	X
	R6	Implemented	
Millbrae School District	R3	Implemented	
	R4	Will implement	X
	R5	Will implement	X
	R6	Implemented	
Pacifica School District	R3	Implemented 09/11/17	
	R4	Implemented	
	R5	Implemented	
	R6	Implemented	
Portola Valley School District	R3	Implemented 09/06/17	
	R4	Implemented	
	R5	Will implement 09/08/17	X
	R6	Implemented	
Ravenswood City School District	R3	Implemented 10/13/17	
	R4	Implemented	
	R5	Implemented	
	R6	Implemented	
Redwood City School District	R3	Implemented 09/20/17	
	R4	Will implement	X
	R5	Will implement	X
	R6	Will implement	X

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP
			2018/19
San Bruno Park School District	R3	Implemented 09/08/17	
	R4	Implemented	
	R5	Implemented	
	R6	Implemented	
San Carlos School District	R3	Will implement	X
	R4	Will implement (Board meeting 08/10/17)	X
	R5	Will implement	X
	R6	Implemented	
San Mateo-Foster City School District	R3	No response (08/11/17)	X
	R4	No response	X
	R5	Will implement	X
	R6	Implemented	
San Mateo Union High School District	R3	Implemented (Board meeting 09/14/17)	
	R4	Implemented	
	R5	Implemented	
	R6	Implemented	
Sequoia Union High School District	R3	No Response	X
	R4	No Response	X
	R5	No Response	X
	R6	No Response	X
South San Francisco Unified School District	R3	Implemented (Board meeting 07/27/17)	
	R4	Implemented	
	R5	Implemented	
	R6	Implemented	
Woodside Elementary School District	R3	Implemented (Board meeting 08/29/17)	
	R4	Will implement	X
	R5	Implemented	
	R6	Implemented	

San Mateo County Procurement Division Recommendations Follow-Up

- R1. The Procurement Division shall report directly to either the County Manager or a Deputy County Manager.
- R2. The Procurement Division shall work toward professional excellence by striving to win the Achievement of Excellence in Procurement (AEP) award, given by the National Procurement Institute.
- R3. The Controller’s office shall conduct an audit of the County’s procurement practices and procedures no later than December 31, 2018 and publicly publish the results in a BOS meeting.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
San Mateo County Board of Supervisor	R1	Will Not Implement	
	R2	Will Not Implement	
San Mateo County Controller	R3	Will Implement by 12/31/18	

Should Tire-Derived Products Be Used On Athletic Fields in San Mateo County Schools?

The San Mateo County Grand Jury recommends that each San Mateo County School District shall:

- R1. Produce written guidelines for the decision-making process involved in field installation and replacement, which shall include the following:
 - R1a: Consider the uncertainty regarding the safety of tire-derived products used on school fields, particularly crumb rubber.
 - R1b: Evaluate and make their decisions on policy development and field replacements based on current scientific evidence regarding the use of crumb rubber on athletic fields as it becomes available, whether or not the EPA report is complete.
 - R1c: Undertake measures to increase community involvement during the field replacement evaluation process, including discussion regarding potential concerns about the safety of crumb rubber or other tire-derived products. This could be similar to the 2013 City of San Mateo study regarding the possibility of using artificial turf on its fields, which included extensive public outreach for comment, using post cards, email, website comment, community workshops and capture surveys to solicit and collect public input.
- R2. Consider (among other factors) the following when selecting materials for their athletic fields and playgrounds:
 1. Safety to humans and animals
 2. Suitability based upon the location’s intended use and frequency of use
 3. Cost (of installation and lifecycle requirements) and manufacturer warranty.
- R3. Impose a moratorium on the utilization of artificial turf with crumb rubber infill until the Environmental Protection Agency concludes its study or until all the policies listed above have been implemented.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Bayshore Elementary School District	R1	Will implement (Board meeting 09/12/17)	X
	R2	Will implement	
	R3	Will implement	
Belmont-Redwood Shores School District	R1	Will not implement, BRSSD not installing new fields, resources are limited for initiating decision -making process at this time	
	R2	Will implement	
	R3	Will implement	

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Brisbane School District	R1	Will implement	
	R2	Will implement	
	R3	Will implement	
Burlingame School District	R1	Will implement (Board meeting 09/12/17)	X
	R2	Implemented	
	R3	Implemented	
Carbrillo Unified School District	R1	Will not implement, disagree	
	R2	Implemented	
	R3	Implemented	
Hillsborough City School District	R1	Will not implement, disagree	
	R2	Implemented	
	R3	Implemented	
Jefferson Elementary School District	R1	Will implement (08/23/17)	X
	R2	Will implement	X
	R3	Will implement	X
Jefferson Union High School District	R1	Already does, will not implement (08/09/17)	
	R2	Will implement	X
	R3	Will implement	X
La Honda-Pescadero Unified School District	R1	Will implement (a, b, c) 11/09/17	X
	R2	Will implement	X
	R3	Will implement	X
Los Lomitas Elementary School District	R1	Will implement (a, b), Disagrees (c) Already has process (08/24/17)	X
	R2	Will implement	X
	R3	Will implement	X
Menlo Park City School District	R1	Will implement (09/12/17)	X
	R2	Will implement	X
	R3	Will implement	X
Millbrae School District	R1	Will implement (09/19/17)	X
	R2	Will implement	X
	R3	Will implement	X
Pacifica School District	R1	Will implement (a,b); Disagrees (c)	X
	R2	Will implement	X
	R3	Will implement	X
Portola Valley School District	R1	Will implement (a,b); if necessary (c)	X
	R2	Will implemented	X
	R3	Will implement	X
Ravenswood City School District	R1	No response	X
	R2	Implemented (10/12/17)	X
	R3	No response	X

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/19
Redwood City School District	R1	Will implement (a,b); if necessary (c) 10/05/17	X
	R2	Will implement	X
	R3	Will implement	X
San Bruno Park School District	R1	Will consider implementation if replace fields (a,b); Disagrees (c), already has process	X
	R2	Will implement if replace fields	X
	R3	Will consider implementation if replace fields	X
San Carlos School District	R1	Disagrees (08/11/17)	
	R2	Disagrees, has robust public process	
	R3	Disagrees	
San Mateo Union High School District	R1	Will implement (09/06/17)	X
	R2	Implemented	
	R3	Will consider this recommendation	X
San Mateo-Foster City School District	R1	Will consider implementation if replace fields (a,b); Disagrees (c)	X
	R2	Implemented	
	R3	Will implement if replace grass fields	X
Sequoia Union High School District	R1	Will implement (a), Implemented (b), Disagrees (c)	X
	R2	Implemented	
	R3	Disagrees with recommendation	
South San Francisco Unified School District	R1	Will implement (a,b); will implement (c) if necessary	X
	R2	Will implement	X
	R3	Will implement	X
Woodside Elementary School District	R1	Will implement (a,b); Disagrees with (c)	X
	R2	Will implement	X
	R3	Will implement, but not replacing any fields for 8 years	X

APPENDIX B: SUMMARY OF RESPONSES TO THE 2015-2016 SAN MATEO COUNTY CIVIL GRAND JURY FINAL REPORTS

<i>Body Cameras—The Reel Truth</i>			
<p>R3. The Grand Jury recommends that the police departments of those cities, towns, and the Broadmoor Police Protection District that have not adopted body-worn cameras implement a body-worn camera system as soon as practicable but, in any event, no later than October 31, 2017.</p>			
RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/2019
City of Brisbane	R3	Implemented	
City of Burlingame	R3	Implemented	
Town of Colma	R3	Requires further analysis	X
City of Redwood City	R3	Will not implement	
City of San Bruno	R3	Implemented	
City of South San Francisco	R3	Implemented	

<i>Innocent Until Proven Guilty? Bail Practices In San Mateo County</i>			
<p>R1. The San Mateo County Board of Supervisors should direct the Probation Department Pretrial Services to evaluate and recommend various alternatives to pretrial incarceration, including but not limited to evidence-based risk-assessment tools and electronic monitoring.</p> <ul style="list-style-type: none"> • The Probation Department should present its evaluation and recommendations to the Board of Supervisors by June 30, 2017. • As part of the evaluation and recommendation process, the Probation Department should receive input from members of the San Mateo County Community Corrections Partnership (CCP), as well as from criminal trial judges. <p>R2. The Controller’s Office should provide an annual analysis beginning in FY 2016-2017 of the total costs to run the County’s jails including estimates of how costs will vary with changes in the jail population. The first annual report should be completed and presented at a public meeting to the Board of Supervisors by September 1, 2017.</p>			
RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/2019
Board of Supervisors	R1	No Response	X
Controller	R2	Implemented	

**Juvenile Services Division's Youth Detention Facilities:
Underutilized And Overpriced?**

- R1. The San Mateo County Controller's Office should perform a comprehensive financial and operations analysis of the Probation Department-Juvenile Services Division as well as those divisions of CHS and BHRS that support JSD. This analysis should be completed by December 31, 2016.
- R3. If, as a result of the Controller's analysis, it is determined that operating costs should be reduced and/or that the facilities should be better utilized, then the Board of Supervisors should direct the County Manager and Chief Probation Officer to develop a plan to meet such cost-reduction goals and/or alternative-use goals by June 30, 2017, and to provide quarterly status reports of their progress to the Board at a public meeting.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/2019
Controller	R1	Implemented	
Board of Supervisors	R3	Requires R1	X

**Safety, Security, And Emergency Preparedness On The
San Mateo County Community College Campuses**

- R1. SMCCCD Trustees should direct the District Security Director to review options for improving direct communications between campus security and local law enforcement. This may include implementing a common communications system, developing a campus-specific or district-wide dispatch system, working with local mobile phone carriers to deal with "dead spots," or another method(s) to eliminate unnecessary delays. An improved system should be operational by July 31, 2017.
- R4. SMCCCD Trustees should direct the District Security Director to review safety awareness and emergency protocol/procedure information provided at student orientation and make any improvements deemed necessary. This should be completed in time for the beginning of the 2016 Fall Quarter.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/2019
San Mateo County Community College District	R1	Implemented	
	R4	Implemented	

San Mateo County's Cottage Industry Of Sanitary Districts

The Grand Jury recommends that the Board of the Westborough Water District and the City Councils of Daly City and South San Francisco do the following:

- R4. Form a committee of Board members (Westborough Water District), Council members (Daly City, South San Francisco), and staff from each to discuss the assumption of services provided by Westborough Water District into Daly City and/or South San Francisco. Evaluate alternatives and determine the benefits to ratepayers. Issue a report with recommendations and a plan by September 30, 2017. Work with California Water Service Company on this initiative.

The Grand Jury recommends that the Boards of Bayshore Sanitary District, East Palo Alto Sanitary District, Granada Community Services District, Montara Water & Sanitary District, West Bay Sanitary District, and Westborough Water District do the following:

- R5. Improve information visibility on their website, including key system characteristics, rates and rate history, sewer system management plans, sanitary sewer overflows, and board member compensation. Key system characteristics would include population served, number of connections, number of miles of pipe (gravity, forced main), number of pump stations and number of pumps, average dry weather flow, and average wet weather flow. Ensure all information is up to date. Refresh website by September 30, 2016.
- R8. Mail notices to ratepayers at least annually with an explanation of the dollar amount of sewer service charges being billed and the rationale. Provide information on the prior five years' rates for comparison purposes. Display the portion of the rate that is related to collection activities, and the portion allocated to treatment. Mail notices approximately 30 days before the mailing of the property tax bills. Initiate mailings by November 2016.
- R9. Notify ratepayers annually of elected nature of Board, role and compensation of Board members, and process for becoming a candidate. Encourage active participation by ratepayers. This notification may be included in the mailing that explains the rationale for rates. Initiate notification by November 2016.
- R11. Establish a procurement process for professional services to include formal evaluation of existing service providers, issuance of Request for Proposals, regular reviews of existing providers, and a structured negotiation process by March 31, 2017.

The Grand Jury recommends that the San Mateo County Local Agency Formation Commission do the following:

- R18. Initiate a service review of the Westborough Water District to examine whether its operations might be more efficiently and effectively run if they were consolidated with another entity's operations.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/2019
East Palo Alto Sanitary District	R5	Implemented	
Local Agency Formation Commission	R18	Will implement in Nov. 2018	X
Granada Community Services District	R5	Will implement	X
	R8	Will implement	X
	R9	Will implement	X
Montara Water & Sanitary District	R5	Implemented	
	R11	Implemented	
West Bay Sanitary District	R5	Implemented	
Westborough Water District	R4	Implemented	

***The San Mateo County Harbor District:
The Price Of Dysfunction Is Rising***

- R1. The County Board of Supervisors will initiate an independent study of alternative future scenarios for the Harbor District so that they may make an informed decision regarding the future of the Harbor District.
- This study should evaluate possible outcomes including dissolving the Harbor District and naming the County as the successor agency. Other outcomes to be considered include returning the Oyster Point Marina to South San Francisco and naming the County as the successor to Pillar Point Harbor only. The Board should seek input on other potential scenarios in a public process.
 - The study should look beyond any near-term performance improvements given the long history of Harbor District dysfunction.
 - The study should be initiated by September 30, 2016. The study should be completed within six months, and the results should be reviewed in a public meeting.

RESPONDING AGENCY	APPLICABLE RECOMMENDATION	RESPONSE	FOLLOW UP 2018/2019
Board of Supervisors	R1	Cannot be implemented until an accurate fiscal accounting is conducted. Will monitor following the close of FY 2017-18.	X

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