



COUNTY OF SOLANO

PROBATION DEPARTMENT

Christopher Hansen
Chief Probation Officer

Donna L. Robinson
Chief Deputy Probation Officer

August 18, 2023

Honorable Wendy G. Getty
Presiding Judge of the Superior Court
County of Solano
600 Union Avenue
Fairfield, CA 94533

RE: Probation Department Response to Grand Jury Report 2022-2023 – County
Driver Authorization Documentation Errors

The Honorable Judge Getty,

Pursuant to Penal Code sections 933(c) and 933.05, I am responding to the following findings and recommendations contained in the 2022-2023 Grand Jury Report that pertain to matters under my control as the Chief Probation Officer.

Finding 1A (County Form)

County of Solano Authorized to Drive a Vehicle on County Business forms are not accurately completed or approved as required.

Finding 1B (DMV Form)

California Department of Motor Vehicle Employer Pull Notice Program Form INF 1101 titled Authorization For Release of Driver Record Information forms are not accurately completed or approved as required.

Response to Finding 1A & 1B

I agree with the finding of the Grand Jury.

Recommendations 1 (for both 1A & 1B)

1. All applicable County departments must be provided with a copy of the current Fleet Management list entitled Authorized to Fuel County Vehicles and a current list from the

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475 Union Avenue, Fairfield, CA 94533
Tel: (707) 784-7600, Fax: (707) 784-7605

JUVENILE HALL
740 Beck Avenue, Fairfield, CA 94533
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A-Check system (EPN database). Once obtained the two lists must be reconciled against each other and appropriate updates must be made as necessary.

2. The County must perform a full review of all department driver authorization forms on file for proper completion, approval, and filing. Moreover, each applicable County department must obtain any missing information and approval signatures.

3. The County must compare the names on the two lists (number one recommendation) obtained and make appropriate correction entries as necessary to the applicable Fleet and DMV system databases.

Response to Recommendation 1A & 1B

The recommendation has been fully implemented.

Respectfully submitted,



Christopher Hansen

cc: Grand Jury
Bill Emlen, County Administrator