



**SOLANO COUNTY SHERIFF'S OFFICE**  
**Thomas A. Ferrara, Sheriff-Coroner**

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June 22, 2017

Honorable Robert C. Fracchia  
Presiding Judge of the Superior Court  
County of Solano  
600 Union Avenue  
Fairfield, CA 94533

**Re: Sheriff's Response to 2016-2017 Solano County Grand Jury Report – Civil Asset Forfeiture: A Functional Review**

Judge Fracchia:

Under Penal Code Sections 933 and 933.05, I am responding to the following recommendations contained in the 2017-2017 Grand Jury Report that pertain to matters under my control as the Solano County Sheriff-Coroner:

**Finding 5** – *Transaction descriptions printed on General Ledger reports do not always include an adequate identifying case reference number for research. Key information is either missing or not accurate due to bookkeeping software system limitations that cause information to truncate when printed. (Fairfield, Rio Vista, Vacaville, and County Sheriff's Office)*

**Response to Finding 5** – I disagree partially with the finding. The County's bookkeeping software system does have limitations; specifically, the number of characters allowed in the JE Description field. However, any inaccurate information would be due to human error.

**Recommendation 5** – *County and City staff responsible for GL data input review their policies and procedures to ensure key case reference information is entered at beginning of the description to be available on printed reports.*

**Response to Recommendation 5** – The recommendation will not be implemented because it is not warranted. Data input is limited to 30 characters in the JE Description field. Asset forfeiture cases will have both a Sheriff's Office case number and a District Attorney case number. The commonality between case numbers is the individual's name, so current practice is to use the individual's name as "key case reference information." In order to be able to search and identify a case quickly, last names are the easiest to identify. The GL report also contains a reference number field which references the Journal Voucher number; case numbers and forfeited dollar amounts can be found by reviewing the explanation field on the corresponding Journal Voucher. We believe we are already utilizing the most effective key case reference information so that it minimizes truncation and makes cases easily searchable from the reports.

*Dedicated to Community Service*

I would like to thank the Solano County Grand Jury for their time invested in this matter and for their report of findings and recommendations. As always, the recommendations and comments of the Solano County Grand Jury are greatly appreciated.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Tom Ferrara', with a stylized flourish at the end.

Thomas A. Ferrara  
Sheriff-Coroner

cc: Solano County Grand Jury  
County Administrator's Office