



**OFFICE OF THE DISTRICT ATTORNEY
COUNTY OF SOLANO**

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AUGUST 7, 2023
VIA ELECTRONIC MAIL TRANSMISSION

The Honorable Wendy Getty
Presiding Judge
Solano County Superior Court
600 Union Avenue
Fairfield, CA 94533

Re: 2022-2023 Grand Jury Report County Driver Authorization Documentation Error

To the Honorable Judge Wendy Getty, Presiding Judge of the Solano County Superior Court:

The Solano County District Attorney's Office is in receipt of the 2022-2023 Solano County Grand Jury report. Under Penal Code Sections 933 and 933.05, I am responding to the following recommendation contained in the 2022-2023 Grand Jury Report regarding County Driver Authorization Documentation Errors.

FINDING 1(A) (COUNTY FORM) – County of Solano Authorized to Drive a Vehicle on County Business forms are not accurately completed or approved as required. Review of form attributes revealed a variety of 139 documentary exceptions.

FINDING 1(B) (DMV FORM) - California Department of Motor Vehicle Employer Pull Notice Program Form INV 1101 titled Authorized for Release of Driver Record Information forms are not accurately completed or approved as required. Review of form attributes revealed a variety of 137 documentary exceptions.

RECOMMENDATIONS (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 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 FINDING 1(A) and 1(B):

The District Attorney's Office agrees with these findings. Our office has corrected the three forms that were not completely filled out and are now accurately reflected on the spreadsheet.

RESPONSE TO RECOMMENDATION 1(A) and 1(B):

1. The District Attorney's Office will reconcile the Fleet Management list and the A-Check list once received.
2. The District Attorney's Office has obtained missing information and updated the forms.

Sincerely,



KRISHNA A. ABRAMS
DISTRICT ATTORNEY
COUNTY OF SOLANO

KAA:mpm