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DEPARTMENT OF GENERAL SERVICES



**SOLANO
COUNTY**

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July 11, 2023

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

Regarding: 2022-2023 Grand Jury Report Entitled: **County Driver Authorization Documentation Errors**

Dear Honorable Judge Getty:

This letter is in response to the report of the Civil Grand Jury 2022-2023 "County Driver Authorization Documentation Errors" submitted to me on June 27, 2023. The General Services Department appreciates the opportunity to respond to your findings and recommendations.

First Finding and Recommendations

FINDING 1A (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.

Response to Finding 1A – The General Services Department agrees with this finding.

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. Review of form attributes revealed a variety of 137 documentary exceptions.

Response to Finding 1B – The General Services Department agrees with this finding.

RECOMMENDATIONS (For both 1A and 1B)

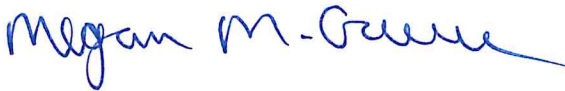
1. All applicable County departments must be provided with a copy of the current Fleet Management list entitled Authorized to Fuel County Vehicles and a current list from the A-Check system (EPN database). Once obtained the two lists must be reconciled against each other and appropriate updates must 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 Recommendations for both 1A and 1B: The General Services Department agrees with these recommendations. The recommendations have not yet been implemented but are in process and will be implemented by September 30, 2023.

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. If you have any additional questions, please do not hesitate to contact me.

Sincerely,



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