



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

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June 28, 2023

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

Re: Sheriff-Coroner's Response to 2022-2023 Solano County Grand Jury Report – County Driver Authorization Documentation Errors

Judge Getty:

Under Penal Code Sections 933 and 933.05, I am responding to the following recommendations contained in the 2022-2023 Grand Jury Report that pertain to matters under my control as the Solano County Sheriff-Coroner:

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 – I agree 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 – I agree with this finding.

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 Recommendation 1A & 1B – Recommendation has not been implemented, but will be implemented in the future, this will be addressed within the next 6 months.

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 that reads "Thomas A. Ferrara". The signature is fluid and cursive, with a large initial 'T' and 'A'.

Thomas A. Ferrara
Sheriff-Coroner

cc: Solano County Grand Jury
County Administrator's Office