

2003-04 Civil Grand Jury Report:

The San Francisco Sheriff's Department Grievances: A Solution

California Penal Code Sections 933.05(a) and (b) requires the responding party to report for each recommendation of the Civil Grand Jury one of the following actions:

<p>1. Recommendation Implemented</p> <ul style="list-style-type: none"> - Date Implemented - Summary of Implemented Action 	<p>2. Will Be Implemented in the Future</p> <ul style="list-style-type: none"> - Anticipated Timeframe for Implementation 	<p>3. Requires Further Analysis</p> <ul style="list-style-type: none"> - Explanation - Timeframe <p>(Not to exceed six months from date of publication of grand jury report)</p>	<p>4. Will Not Be Implemented: Not Warranted or Not Reasonable</p> <ul style="list-style-type: none"> - Explanation
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For each recommendation below, indicate which action you have taken or plan to take and provide the required information.

Recommendation	Responses Required From:	Response: 1, 2, 3, or 4
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<p>1a. The Department should review and amend, if needed, the current "Policy and Procedure" manual.</p> <p>1b. The Department should purchase/develop software to automate the grievance procedure.</p> <p>1c. The Department should assign a full-time employee to input data. A senior officer should be assigned to oversee the program and provide periodic reports to designated senior staff.</p> <p>1d. Every grievant should receive a written response to a complaint within ten (10) days of the date of filing.</p> <p>1e. Grievance forms should be placed by the inmate in a locked box or other secure location.</p> <p>1f. A history of grievances against a deputy should be maintained and forwarded when the deputy moves to another facility.</p> <p>1g. The grievance form should be simplified.</p>	<p>Sheriff Board of Supervisors</p>	<p>The Board of Supervisors' City Services Committee held a hearing on Thursday, September 23, 2004 on the Civil Grand Jury Report. Representatives from both the Civil Grand Jury and the Sheriff's Department were present at the hearing. The Sheriff's Department agreed with most of the findings and recommendations. The matter was continued until Thursday, October 21, 2004 to hear a progress report from the Sheriff's Department.</p> <p>The Board of Supervisors' City Services Committee continued the hearing on Thursday, October 21, 2004 to hear a progress report from the Sheriff's Department. The Department reported it is modeling a policy similar to Alameda County in order to track grievances, responses and corrective action taken. It will modify the grievance form and procedures, which will simplify the process for both the inmates and staff. What remains unresolved is the accessibility of a locked box where inmates drop off grievances. The</p>
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Recommendation	Responses Required From:	Response: 1, 2, 3, or 4
		<p>Department is exploring alternatives to provide inmates confidential submission of grievances and the assurance of directing grievances to the appropriate individual(s). Target date for the completion of a revised policy and procedure is December 31, 2004.</p> <p>The Committee was satisfied with the progress report and the matter was filed.</p>