

confidential. It is a misdemeanor to violate the confidentiality of any individual or evidence brought before the Grand Jury.

## **How to Read Grand Jury Reports**

Each report is divided into several sections:

1. The **Summary** provides a general overview of each individual investigation and previews each individual report.
2. **Glossary** defines uncommon and specialized terms used within the report.
3. **Background** contains some general factual information intended to provide an overall view of the agency and issues investigated.
4. **Methodology** provides information about how the Grand Jury determined the facts and came to its conclusions.
5. **Discussion** contains detailed factual information developed from the investigation and may be organized into *subsections* by topics relevant to the findings.
6. **Findings** bridge the gap between the facts in the discussion resulting in recommendations and/or commendations. A finding is a conclusion or value judgment reasonably based on one or more facts from the background or discussion sections. Findings usually identify what needs to be fixed, improved, or corrected through the recommendation, or may point to something that is being done well through a commendation.

Example of a Finding: “The Grand Jury finds that the non-standardization of payroll submissions to the controller is unnecessarily time-consuming, expensive, and subject to error.”

7. **Recommendations** and/or **Commendations** must be reasonably based on at least one finding and state what the grand jury believes should be done, when and by whom, or by which agency, to solve the problems identified in the findings. Recommendations should be specific, logically related to the problems identified in the findings, reasonably achievable and financially feasible, and not in violation of any laws.

Example of a Recommendation: “The Grand Jury recommends that the controller should reorganize all county payroll functions by December 31, 2015, so that there is a standard procedure of payroll submissions.”

8. **Responses:** Penal Code §933.05 directs that, if required by the Grand Jury, the governing board, or elected official who was the subject of the investigation, is required to respond to the specific findings and recommendations. The Grand Jury can also invite other public officials, such as department heads or managers to respond to findings and recommendations.

**SEND ALL RESPONSES TO:**

**Honorable Judge Kate Powell Segerstrom  
Tuolumne County Superior Court  
60 North Washington Street  
Sonora, CA 95370**

9. The **Bibliography** provides additional resources and references used in the writing of the report and allows the reader to find related information.