

This document is an extract of a larger publication.

civilgrandjury.org is a project of UnGovr.org, a US-based 501(c)(3) nonprofit dedicated to government transparency and public accountability.



Appendix

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The Grand Jury Process

Applications for service are received by the Jury Commissioner and reviewed by the Presiding Judge. Effort is made to impanel an ideal jury of qualified men and women of diverse socio-economic, ethnic, educational backgrounds, representative geographical areas of the county, as well as age groups. By court policy, and at the discretion of the Presiding Judge, up to 10 members of the previous year's jury may serve a second term to provide continuity. A total of 19 people serve on the Grand Jury. From the remaining candidates, a drawing is held to provide for alternates.

Yuba County jurors are sworn in and begin their one-year term commencing the first day of July. The Presiding Judge appoints a foreperson to preside at meetings. The jury then chooses the remaining officers and organizes itself into committees. Each committee sets its own program of committees, investigations and interviews. The committee then investigates various departments and functions of local government as it chooses and reviews compliance with previous Civil Grand Jury recommendations. Department heads are interviewed, on-site visits are made and departments' strengths and weaknesses are investigated.

Some subjects to be investigated are brought about by letters from citizens regarding complaints of alleged mistreatment by officials, suspicion of misconduct or governmental inefficiencies. Such complaints are kept confidential. If the situation warrants, and after investigation, the Grand Jury may make appropriate recommendations for action.

A large portion of the public mistakenly believes that an individual appearing before the Grand Jury, particularly a public official, suggests malfeasance or misfeasance. It should be clearly understood that it is the constitutional responsibility of the Grand Jury to review the conduct of county government each year. This entails having public officials appear before the jury to provide information to the jury relative to their departments or offices.

While Grand Jurors are a part of the Judicial System and are considered as officers of the court, the Grand Jury is an entirely independent body. The Presiding Judge, the District Attorney, the County Counsel, and the State Attorney General act as advisors, but cannot limit actions of the jury except for illegality.

Because of the confidential nature of a Grand Jury's work, much of it must be done in closed session. Members of a Grand Jury are sworn to secrecy, thus assuring all who appear that their complaints will be handled in an entirely confidential manner. No one may be present during sessions of the Grand Jury except those specified by law (Penal Code 939), and the minutes of its meetings may not be inspected by anyone, nor can its records be subpoenaed.

The law provides that every Grand Juror must keep secret all evidence adduced before the Grand Jury, anything said by a Grand Juror or the manner in which a grand juror may have

voted on a matter. By law it is a misdemeanor to violate the secrecy of the Grand Jury room. A Grand Juror must not confide any information concerning testimony of witnesses or action of the jury even to a spouse or close friend. "Leaks" concerning Grand Jury proceedings inevitably will impair or even destroy the effectiveness of Grand Jury efforts.

Mid-year and final reports are prepared that describe problems and contain findings and recommendations. Responses are required within 90 days from any public agency, and 60 days from any elective county officer or agency head.

Complaint Form & Instructions

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**YUBA COUNTY
GRAND JURY
COMPLAINT
FORM**

COMPLAINT PROCESS

- Present your complaint as soon as possible. The Grand Jury's term of service begins July 1st and ends June 30th of the following year.
- Identify your specific concern and describe the circumstances as clearly and concisely as possible.
- Document your complaint with copies of pertinent information and evidence in your possession.
- Mail or deliver your complaint in a sealed envelope to:

Yuba County Grand Jury
c/o Yuba County Superior Court
215 Fifth Street, Suite 200
Marysville, Ca 95901

Among the responsibilities of the Grand Jury is the investigation of the public's complaints to assure that all branches of city and county government are being administered efficiently, honestly and in the best interest of its citizens.

Complaints submitted to the Grand Jury will be treated confidentially whenever possible. However, it may be impossible to conduct an investigation without revealing your name and complaint.

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The results of the complaints investigated by the Grand Jury are published in its final report in which the residents of the county are made aware of its investigations, findings and recommendations and the entities reported on are required by statute to respond.

GENERAL INFORMATION

A major function of the Yuba County Grand Jury is to examine local county and city government, special districts, school districts, and any joint powers agency located in the county to ensure their duties are being carried out lawfully.

The Grand Jury:

- May review and evaluate procedures used by these entities to determine whether more efficient and economical methods may be employed;
- May inspect and audit the books, records and financial expenditures as noted above to ensure that public funds are properly accounted for and legally spent;
- May investigate any charges of willful misconduct in office by public officials;
- Shall inquire into the condition and management of the public prisons within the county.

Anyone may ask the Grand Jury to conduct an investigation of an issue within its jurisdiction. Whether it chooses to investigate such a complaint is entirely in its discretion and may be affected by workload, resource limitations or legal restrictions. It is important to note that the Grand Jury may not investigate a matter that is currently being litigated in the court system.

By law, the proceedings of the Grand Jury are confidential. The findings and recommendations and issues it chooses to address are published in its final report.

GRAND JURY COMPLAINT FORM

GRAND JURY USE ONLY:	
Date Received:	_____
Number:	_____
Subject:	_____

PERSON OR AGENCY ABOUT WHICH COMPLAINT IS MADE

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NATURE OF COMPLAINT (Describe events in the order they occurred as clearly and concisely as possible. Use extra sheets if necessary and attach copies of any correspondence you feel is pertinent. Documentation becomes the property of the Grand Jury and will not be returned. **Please note: The Yuba County Grand Jury has no jurisdiction over state or federal agencies, the courts, judicial officers, private companies or most organizations.**)

WHAT PERSONS OR AGENCIES HAVE YOU CONTACTED ABOUT YOUR COMPLAINT?

Person or Agency	Address	Date of Contact	Results

WHO SHOULD THE GRAND JURY CONTACT ABOUT THIS MATTER?

Person or Agency	Address	Telephone No.

Your Name: _____

Address: _____

Telephone No: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

_____ Complainant's Signature

_____ Date

GRAND JURY APPLICATION FORM

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**SUPERIOR COURT OF CALIFORNIA
COUNTY OF YUBA**

GRAND JURY APPLICATION
(Please attach additional sheets if necessary)

I. PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Other Names Used: _____

Residence Address: _____ City _____ Zip _____

Mailing Address: _____ City _____ Zip _____
(If Different)

Home Telephone: _____ Work Telephone: _____

Cell Telephone: _____ Pager: _____

Email Address: _____ Supervisorial District: _____

Social Security Number: _____ Drivers Lic. Number: _____

Date of Birth: _____ Place of Birth: _____

Marital Status: Married Single Divorced Widowed

Spouse's Name: _____

Spouse's Occupation: _____

Spouse's Employer: _____

II. EDUCATION

Circle your highest level of education: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Other: _____

High School _____ City & State _____

College/University _____ City & State _____

Graduate Level _____ City & State _____

Degrees _____ Honors _____

III. OCCUPATION(S)

Are you retired? Yes No

If yes, what was your occupation? _____

Employer(s) or company name(s): _____

Business address: _____ Business Phone: _____

Highest position held and job title: _____

Are you currently working? Yes No

If yes, what is your occupation? _____

Employer(s) or company name(s): _____

Business address: _____

Highest position held or job title: _____

Former Occupation: _____

IV. ABILITIES AND EXPERIENCE

Do you have any ability and experience in writing, editing, and collating correspondence, minutes of meetings, reports, etc? Yes No

If "yes", please describe: _____

Do you have ability and experience in gathering facts and analyzing data? Yes No

If "yes", please describe: _____

Please list the computer programs with which you are familiar: _____

V. QUALIFICATIONS

1. Are you a citizen of the United States? Yes No
2. Are you eighteen years or older? Yes No
3. On July 1, 2007, will you have been a continuous resident of Yuba County for one year? Yes No
4. Are you in possession of your natural faculties, of ordinary intelligence, of sound judgment and of fair character? Yes No
5. Do you speak, write and understand English? Yes No
6. Have you been discharged as a Grand Juror in any court of this State within the last year? Yes No
7. Have you ever served as a Grand Juror?
If so, what county and when? _____ Yes No
8. Have you applied for the Grand Jury in the past?
If so, what year(s)? _____ Yes No
9. Are you a registered voter? Yes No
10. Are you able and willing to define and evaluate issues without expressing personal bias? Yes No
11. If you are employed, does your employer know that you are interested in serving on the grand jury, and does he/she understand the nature and extent of the duties of a grand juror? Yes No
12. Are you capable of and willing to conduct detailed investigations of city and county governmental issues and prepare reports on those issues? Yes No
13. Are you currently serving as an elected public official or do you plan to run for public office within the next eighteen months? Yes No
14. Are you related to and closely associated with any of the following:
- Yuba County Superior Court judge? Yes No
- Current or former elected or appointed public official? Yes No
- Current or former employee of any local governmental entity? Yes No
- If yes, please explain: _____
-
15. As a member of any profession or organization or as a holder of any office, have you ever been suspended, disbarred or otherwise disqualified? Yes No

Have you been charged with any of the following:

Malfeasance in office

Yes

No

Felony

Yes

No

Misdemeanor (including driving under the influence and reckless driving)

Yes

No

If you answered "yes" to any of the above, please provide details below:

Offense	City/State	Date	Penalty

*Please note that a misdemeanor conviction is not an automatic bar to acceptance of your application.
Each case is considered individually and confidentially.*

VI. CLUBS & ORGANIZATIONS

(List any fraternal, civic, professional, service or social organizations to which you have belonged.)

VII. GENERAL

Other interests, experience, comments or suggestions:

Is there anything you would specifically like to accomplish during your tenure on the grand jury?

Would you be willing to be the Jury Foreperson?

Yes

No

I hereby certify that the foregoing information is true and correct to the best of my knowledge and belief and is submitted in support of my application for selection as a member of the Yuba County Grand Jury.

Executed under penalty of perjury this _____ day of _____, 20____
at _____, California.

Signature of Applicant

NOTE

All applications to serve as a member of the Yuba County Grand Jury will be subject to investigation by an appropriate law enforcement agency relative to the statutory qualifications for service and any other information that may bear on the prospective Grand Juror's ability and suitability for service.

PLEASE RETURN COMPLETED APPLICATION TO:

YUBA COUNTY JURY SERVICES
215 Fifth Street, Suite 200
Marysville, CA 95901
(530) 749-7601
Website: www.yubacourts.org



Pursuant to California Rules of Court, rule 989.3 and the Americans with Disabilities Act (ADA), the Superior Court of California, County of Yuba does not discriminate against persons with disabilities. Please advise Jury Services (530) 749-7601 if you will require special accommodations to participate in this application process.

Past Investigations

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Special Reports	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10
Board of Supervisor - Salary												X										
Capital Improvement				X																		
Consent Agendas				X																		
Mail Carrier Safety				X																		
Physical Security in Schools														X								
School Meals Program													X									
Sewage Appeals Board							X		X													
Tire Waste Program									X													
Youth Project - Runaway Youth																X						
Yuba County - 1997 Flood								X														
Yuba County - Budget Procedures				X																		
Yuba County - Office Hours										X												
Yuba County - Ordinances													X									
Yuba Goldfields				X																		
Yuba Park									X													
Yuba River Access				X				X														

Health & Human Services	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10
Adult Services				X								X		X			X					
CAL Works																X						
Child Protctive Services				X	X	X				X	X	X		X							X	
Day Care																						
Environmental Health	X	X				X										X						
- EH Personnel							X															
- Onsite Sewage							X															
- YSDI																X						
First Five Yuba Commission																						X
Fraud Investigations																X						
Health & Human Services	X	X	X	X	X	X	X										X				X	
Health Department	X	X	X			X							X	X								
- Mental Health Services	X	X																				
- Peach Tree Clinic			X	X	X	X																
Public Guardian	X									X					X							

Special Districts	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10
Browns Valley Irrigation District										X												
Camp Far West Irrigation District		X																				
Cemetary District													X									X
Cemetary District - Peoria														X								
Foothill Fire Protection						X																
Levee District 817			X																			
Linda Fire District							X															
Marysville Levee District			X																			
Olivehurst PUD - Water			X					X														
Olivehurst PUD - Fire										X						X						
Olivehurst PUD - Sewer			X											X								
Reclamation District 10			X																			
Reclamation District 2103			X																			
Reclamation District 817			X																			
Reclamation District 784	X	X	X						X	X					X		X					
River Highlands Community Service																				X	X	
Smartsville Fire Department																			X			
Three Rivers Levee Imporvement Authority																						X
Yuba County Water Agency	X	X				X		X					X						X			
Yuba County Water District						X											X	X				

Law	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10
Child Support Services	X						X			X	X											
Municipal Court	X	X	X																			
District Attorney		X	X					X														
Grand Jury			X	X									X									
Juvenile Traffice Court	X																					
- Victim Witness																						
Juvenile Hall	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Probation	X	X	X			X									X	X						
Public Defender						X																
Sheriff	X	X	X		X			X	X						X	X				X		
- Animal Care Services	X		X	X			X		X	X					X							X
- Jail	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
- Canine																					X	
Police Department																			X			
- Wheatland Police Department																			X			

County	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10
Administrative Services	X		X	X						X												
- Airport Enterprise Zone	X									X												
- Print Shop		X																				
- Information Services																		X				
Agriculture	X	X																				
- Weight & Measures						X																
Assessor	X	X																				
Auditor / Controller	X																					X
Board of Supervisors	X	X	X	X					X													
- Clerk of the Board	X	X		X																		
Community Development	X	X	X	X	X			X											X	X		
- Building																			X			
- Code Enforcement																				X		
Clerk/Recorder/Elections	X	X		X														X				
County Administrator	X	X					X															
County Counsel	X		X				X															
- Public Administrator										X												
Emergency Services	X		X					X														X
Library	X					X																
Yuba County Airport																				X		
Personnel Risk Management	X	X	X					X														
Public Works	X	X	X	X							X											
Treasurer/Tax Collector	X																					
Veteran Services	X	X																				

Cities	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10
City of Marysville	X	X								X			X	X	X				X			
- Better Improvement District									X								X					
- City Administrator/Clerk						X																
- City Council			X		X																	
Minutes																						X
- Emergency Services			X																			
- Levee District																			X			
- Fire Department	X	X	X								X						X					
- Police Department	X	X		X										X	X							
Compliance																						X
Recreation	X	X					X									X						
- Redevelopment Agency				X	X																	
- Red Light Camera System																	X					
- Website																						X
City of Wheatland	X	X										X			X	X	X					
- City Council			X		X	X	X	X														
- City Treasurer				X	X																	
- Police Department	X	X	X	X		X																

Schools Committee	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10
Abraham Lincoln (home) School									X													
Anna McKenney Intermediate																X						
Browns Valley Elementary																X						
District	X	X																				
Charter School									X													
Dobbins Elementary School																		X				
Lindhurst High															X							
Mary Covillaud Elementary																	X					
Marysville High																						
Service																						X
Dist	X	X	X	X	X	X		X				X			X	X				X		
- Alternative Educaton Program																						
Committee																						X
- Loma Rica Elementary																				X		
Office of Education																			X			
Olivehurst Elementary																	X					
Plumas Elementary	X	X																				
Regional Career Center - JPTA	X								X								X					
Wheatland High	X	X	X																			
Wheatland School District	X	X	X			X															X	
- Elementary School District																						
Building																						
Yuba College		X											X									
Yuba County Office of Education	X	X								X						X						

Yuba County Grand Jury
Courthouse 215 Fifth Street, Suite 200
Marysville, CA 95901
Phone (520) 749-7341 • Fax (530) 749-7304
Email yubagrandjury@yubacourts.org