

**ORANGE COUNTY SOCIAL SERVICES AGENCY  
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**Subject:** Grand Jury Responses and Contacts

**Number:** D 32

**Approved:** Signature on file

**Date:** 10/25/17

**POLICY**

In accordance with California Penal Code, only elected officials or the Board of Supervisors may respond to formal Grand Jury reports. All reports associated with non-elected County departments/agencies will initially be directed to the County Executive Office (CEO) for distribution; the CEO will then formally distribute reports pertaining to SSA to the Agency so that it may develop appropriate responses to findings and recommendations. Accordingly, SSA shall submit a written response to the CEO for its submittal to the Board of Supervisors. However, SSA staff may also be contacted by the Grand Jury during their investigation and report development. SSA staff must ensure that the appropriate SSA leadership are aware of all Grand Jury contact.