



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

530 Union Avenue, Ste. 100, Fairfield, CA 94533  
(707) 784-7000

July 12, 2013

Honorable Paul L. Beeman  
Presiding Judge of the Superior Court  
Solano Superior Court  
600 Union Avenue  
Fairfield, CA 94533

**Re: Sheriff's Response to FY2011/2012 Solano County Grand Jury Report – Solano County Performance Evaluations; Findings and Recommendations**

**Finding 3** – *The average length of time for the annual performance evaluations of those files that were examined for the Sheriff's Office between the last evaluation contained in the personnel file and the date of review was 21 months.*

**Response to Finding 3** – The Sheriff agrees with the finding of the Grand Jury.

**Recommendation 3** – *Sheriff's Office ensure that all staff receive performance evaluation annually as required by county policy and procedures and forwarded to the Department of Human Resources for inclusion in the individual personnel file.*

**Response to Recommendation 3** – The Sheriff agrees with the recommendation of the Grand Jury. In an effort to implement corrective action and continuously improve our processes, the Sheriff's Office is working with the Human Resources Department to develop and implement a better tracking mechanism to ensure timely submission of annual performance evaluations.

I would like to thank the Solano County Grand Jury for their time invested in the review of the County's performance evaluation practices and their report of findings and recommendations. As always, the findings, recommendations and comments of the Solano County Grand Jury are greatly appreciated.

Sincerely,

Thomas A. Ferrara  
Sheriff-Coroner

cc: Solano County Grand Jury  
County Administrator's Office

*Dedicated to Community Service*