

AUDIT AND FINANCE COMMITTEE

*Superior Court – Exhibit Room
495 Main Street, Placerville*

Reason for the Report

The Grand Jury selected the Superior Court Exhibit Room as a general review for 2002/2003.

Scope of the Investigation

The members of the Grand Jury:

- Made an unannounced visit to the Superior Court on March 26, 2003;
- Was provided a brief tour of the non-physical Exhibit Room courtesy of the Court Operations Supervisor;
- Spoke informally with the two other staff members;
- Interviewed the Assistant Court Executive Officer;
- Reviewed previous Grand Jury reports and found no reports that dealt with the Exhibit Room.

Background

The Grand Jury was briefed on the process for the filing and transfer of all exhibits (physical and non-physical). Non-physical exhibits consist of documents, pictures, courtroom charts, etc, which are entered into trial as exhibits. Physical exhibits are handled separately and are secured by the Sheriff's Department. Procedures exist for inventorying, handling and discarding of non-physical exhibits, however they are not always followed as no one is designated this responsibility.

The non-physical Exhibit Room appears to lack adequate space and shelving for storing exhibits. About 75 percent of the exhibits pertain to closed cases and therefore should be discarded. Court approval is required for disposition of closed case exhibits.

Findings

- F1. The non-physical Exhibit Room appears to lack adequate space and shelving. Exhibits appear to be in disorder and are placed on the floor in this small room.
- F2. Written procedures are not being followed for discarding closed-case exhibits. About 75% of exhibits in the storage area are beyond the retention period.

- F3. There is no person designated to manage the exhibit process.
- F4. No sprinkler system or fire extinguishers could be found in or near the Exhibit Room.

Recommendations

- R1. The Exhibit Room should have adequate shelving.
- R2. All exhibits should be inventoried and established procedures should be followed.
- R3. A person should be designated to manage the exhibit process.
- R4. A fire extinguisher should be installed in or near the Exhibit Room.

Responses Required for Findings

F1 through F4	El Dorado County Board of Supervisors El Dorado County Department of General Services Chief Executive Officer for Superior Court
---------------	--

Responses Required for Recommendations

R1 through R4	El Dorado County Board of Supervisors El Dorado County Department of General Services Chief Executive Officer for Superior Court
---------------	--