



Honorable Judge Joyce D. Hinrichs, Presiding Judge
Superior Court of Humboldt County
825 Fifth Street
Eureka, California 95501

Re: Grand Jury Recommendations

Dear Judge Hinrichs:

The 2015 Grand Jury examined the records storage and retention policy along with the facility of the Eureka Police Department (EPD).

F1. Several County facilities are overwhelmed with stored paper files, boxes and shelves containing paper records.

The Eureka Police Department agrees with this finding.

R1. The Eureka Police Department purchased a new records management system. All paper files will be scanned into the existing database for storage. The existing paper records will then be destroyed except for those records that must be kept by law or policy. This is expected to be accomplished within two years and with the addition of additional virtual storage space.

F12. The EPD has only one exit for department vehicles from the secure parking lot. If blocked, emergency vehicles would be unable to exit the parking lot.

The Eureka Police Department agrees with this finding.

R2. The EPD recognizes the design weakness in having one entrance and exit to secured parking. It is a logistical concern as well as a safety concern for the community and police. EPD will seek capital improvement money in the next budget cycle to build an additional exit or entrance to the parking lot.

Should you have any questions please let me now.

Andrew G. Mills

Chief of Police