**Key for Responding to CGJ Findings and Recommendations**

For responding to **findings:**

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| 1. The respondent agrees with the finding | **No explanation needed.** |
| 1. The respondent disagrees wholly or partially with the finding | **Explanation needed.**  ”The response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefor.” |

For responding to **recommendations:**

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| 1. The recommendation has been implemented | **Explanation needed.**  “With a summary regarding the implemented action.” |
| 1. The recommendation has not yet been implemented, but will be implemented in the future | **Explanation needed.**  “With a timeframe for implementation.” |
| 1. The recommendation requires further analysis | **Explanation needed.**  “With an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.” |
| 1. The recommendation will not be implemented because it is not warranted or is not reasonable | **Explanation needed.**  “With an explanation therefor.” |