

CITIZEN COMPLAINT FORM

Riverside County Grand Jury

P.O. Box 829

Riverside, CA 92502

(951) 955-8990

Date _____

Complainant's Name _____ Phone _____

Address (city, state & zip code) _____

A complaint should be only submitted to the Grand Jury AFTER all attempts to correct a situation have been unsuccessful. Attempts to correct a situation include, but are not limited to, 1) appeal to the supervisor, manager or department head of the public agency, 2) request intervention by the District Attorney or Board of Supervisors.

COMPLAINT

Complaint is regarding what agency, city, district or county department?

Department/Agency/City/District Name _____

Address/Location _____

City, State & Zip Code _____

Is complaint regarding a specific official or local government employee of a city, district or county department?

Official or Employee Name _____

My complaint is: (Be as precise as possible, providing dates, times, and names of individuals involved. Describe specific instances instead of broad statements. Attach any available photographs, correspondence or documentation, which supports this complaint. ***Please note: Documentation becomes the property of the Grand Jury and will not be returned.*** (Use extra sheets if necessary.) The Riverside County Grand Jury has no jurisdiction over state or federal agencies, the courts, judicial officers, private companies or most organizations.)

Please list other persons or agencies you have contacted about this complaint and the result.

ALL COMMUNICATIONS TO THE GRAND JURY ARE CONFIDENTIAL

What do you believe should be the proper outcome of the Grand Jury involvement in this complaint?

Provide names and telephone numbers of others who can substantiate your allegations or provide more information.

Attach additional sheets if necessary.

Every person who makes a report to the Grand Jury that a felony or misdemeanor has been committed, knowing the report to be false, is guilty of a misdemeanor (Penal Code Section 148.5(d)).

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature _____

DO NOT WRITE BELOW THIS LINE

Complaint Number Assigned _____ Committee Assigned _____

Date Complaint Was Assigned _____

**Riverside County Grand Jury
Complaint Process**

Present your complaint as soon as possible. The Grand Jury's term of service begins July 1st and ends June 30th of the following year.

Identify your specific concern and describe the circumstances as clearly and concisely as possible.

Document your complaint with copies of pertinent information and evidence in your possession.

Mail your complaint in a sealed envelope to:

**Riverside County Grand Jury
P.O. Box 829
Riverside, CA 92502**

Among the responsibilities of the Grand Jury is the investigation of the public's complaints to assure that all branches of city and county government are being administered efficiently, honestly and in the best interest of its citizens.

Complaints submitted to the Grand Jury will be treated confidentially whenever possible. However, it may be impossible to conduct an investigation without revealing your name and complaint.

The results of the complaints investigated by the Grand Jury are published in its final report in which the residents of the county are made aware of its investigations, findings and recommendations and the entities reported on are required by statute to respond.

General Information

A major function of the Riverside County Grand Jury is to examine local county and city government, special districts, school districts, and any joint powers agency located in the county to ensure their duties are being carried out lawfully.

The Grand Jury:

- * May review and evaluate procedures used by these entities to determine whether more efficient and economical methods may be employed;
- * May inspect and audit the books, records and financial expenditures as noted above to ensure that public funds are properly accounted for and legally spent;
- * May investigate any charges of willful misconduct in office by public officials;
- * Shall inquire into the condition and management of the public prisons within the county.

Anyone may ask the Grand Jury to conduct an investigation of an issue within its jurisdiction. Whether it chooses to investigate such a complaint is entirely in its discretion and may be affected by workload, resource limitations or legal restrictions. By law, the proceedings of the Grand Jury are confidential. The findings and recommendations of those complaints and issues it chooses to address are published in its final report.