CITIZEN COMPLAINT FORM
Riverside County Civil Grand Jury
P.O. Box 829
Riverside, CA 92502
(951) 955-8990

Date________________

Complainant’s Name: ________________________ Phone: __________________ Alt. Phone: ________________

Address (city, state & zip code): ________________________________________________________________

Alternate Address: __________________________________________________________________________

Email Address: _____________________________________________________________________________

A complaint should only be submitted to the Civil Grand Jury AFTER all other avenues and attempts to correct a situation have been unsuccessful.

Understand that the Riverside County Civil Grand Jury is not permitted to act as an advocate on behalf of individuals nor can it give any advice. The Riverside County Civil Grand Jury does not have purview/jurisdiction over any Federal, State or Court matters under any circumstances. The Riverside County Civil Grand Jury may or may not, at their total discretion, decide whether to investigate or pursue any submitted complaint.

Attempts to correct a situation include, but are not limited to: appeal to the supervisor, manager or relevant department head of the public agency, county, city, or special district (etc.), request intervention from the District Attorney or Board of Supervisors or County Counsel. This complaint form MUST be completed without exception. However, you may submit it anonymously if you feel the need to do so. It will help however, to have a name and contact information so you may be contacted for further details – it does not have to be your place of business.

The Complaint Form is the start of the document file process and should provide a clear statement of the issue(s) of concern and your proposed outcome of the matter. DO NOT write “See Attached.” You may attach additional documentation and pictures to substantiate your allegation(s), but not in lieu of completing the Citizen Complaint Form. All documentation/pictures becomes the property of the Civil Grand Jury and will not be returned. Therefore, any documentation or pictures submitted MUST be copies only.

PLEASE READ THIS STATEMENT BEFORE SUBMITTING:

I understand that filing this complaint form does not take the place of seeking relief by filing suit with the aid of a private attorney or by an action in court regarding my complaint.

INITIALS: ____________
COMPLAINT:

1. What department, agency, city or person is the complaint regarding?

__________________________________________________________________________________________

2. What is/are the name(s) and title(s) of the person(s) whom you have a complaint against?

__________________________________________________________________________________________

3. What is the address/location of the person and/or entity – include street #, street name, city and zip code?

__________________________________________________________________________________________

4. Please describe in detail what your complaint is about: Be as precise as possible, providing dates, times, and names of individuals involved. Describe specific instances instead of broad statements or generalities. **Attach copies of substantiating documentation/pictures.**

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

5. List other person(s) or agencies you have contacted about this complaint, along with their contact information and the result for each contacted person/agency.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

6. What do you believe the proper outcome should be of the Civil Grand Jury’s involvement in this complaint?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
7. Provide names, addresses, telephone numbers and email addresses of others who can substantiate your allegations or provide more information regarding your complaint.

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

NOTE: Any person making or filing a complaint with the Riverside County Grand Jury, knowing the report to be false, is guilty of a misdemeanor per California Penal Code Section 148.5(d).

I certify (or declare) under penalty of perjury, that I believe the forgoing information submitted to the Riverside County Civil Grand Jury is true and correct.

Signature: __________________________________________

DO NOT WRITE BELOW THIS LINE

Complaint Number Assigned: ___________________________ Committee Assigned: _________

Date Complaint was assigned: _________________________
RIVERSIDE COUNTY CIVIL GRAND JURY COMPLAINT PROCESS

Submit your complaint as soon as possible. The Civil Grand Jury’s term of service begins July 1st of the current year and ends June 30th of the following calendar year.

The Citizen Complaint Form must be submitted to the Civil Grand Jury Office. The documentation process starts with the complaint form as the originating document. You may attach additional information-documentation and/or pictures to substantiate your allegation, but not in lieu of completing the Citizen Complaint Form. Identify your specific concern and describe the circumstances as clearly and concisely as possible. Substantiate your complaint with copies of all pertinent information or documents, evidence, photos (etc.) to assist the Civil Grand Jury in its evaluation of the complaint.

All documents submitted to the Civil Grand Jury become its property and will not be returned to you, so please only submit copies.

Mail your complaint with all pertinent supporting documents, photos, etcetera to:

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

Or you may submit it by email to the Grand Jury Administrator at: GrandJuryAdministrator@rivcogj.org

The Riverside County Civil Grand Jury examines local county agencies and departments, city governments and their departments and various special districts, school districts (limited to County functions), and any joint powers agencies located in the County. This is to ensure that respective agencies/departments perform their duties lawfully, administer their responsibilities efficiently and honestly, and act in the best interest of its citizens. The Civil Grand Jury does not have any jurisdiction over any Federal or State matters/entities/agencies or any Court/Judicial matters or rulings or any judges.

Complaints submitted to the Civil Grand Jury are treated confidentially. No names are disclosed of those who submitted the complaint. If a report is written of any finding(s), which the Civil Grand Jury deems appropriate, it will be made public and will be available to the public on its website. The Civil Grand Jury will inform the entity/department reviewed, and by statute, the entity/department is required to respond.

The Civil Grand Jury is under no legal obligation to investigate any complaint or concern submitted to it, as it has complete discretion as to what it will or may inquire into or investigate. This discretion is based upon workload, time constraints, resource limitations or legal restrictions.