

Grand Jury Citizen's Complaint **Instructions & Information For Filing Out and Filing**

The Civil Grand Jury (Jury) is an investigatory body created for the protection of society and the enforcement of the law. It is an arm of the Court and a representative of the public. Although it is an arm of the Court, it operates independently of direct Court supervision. It is a check against governmental authority. It is not a branch of the County, nor is it answerable to the District Attorney.

The Jury has oversight responsibility over local government, such as but not limited to: county government, city government, special districts, local school districts (financial not curriculum). The Jury does not have jurisdiction over the Courts, other counties, federal or state governments or private citizens. Typically the Jury looks at systems and processes. The Jury has no enforcement authority, it can only make recommendations, through publication of a final report, usually published at the end of June each year (See Penal Code 933 & 933.05). The Jury cannot normally resolve or solve emergency situations. Each complaint the Jury accepts for investigation, must be investigated thoroughly, seeking out facts, and analyzing the facts prior to writing a report for publication. This is a time consuming process and usually takes many months to complete. You may view the Final Report at <http://co.el-dorado.ca.us/grandjury/index.html>.

The typical process for the Civil Grand Jury is the following: 1) A complaint is received, 2) a preliminary investigation is conducted to find out if there is enough information, 3) if the complaint is valid, if the Jury has jurisdiction, and if warranted, a full investigation may be instituted. Upon completion of the full investigation, a report is generated and issued as part of the annual Grand Jury Final Report.

Two Examples

<u>Unacceptable</u>	Your neighbor has a barking dog that annoys you. The Grand Jury has no jurisdiction to investigate your neighbor or to enforce barking dog laws.
<u>Acceptable</u>	Your neighbor has a barking dog that annoys you and you have contacted the appropriate agency, and they have failed to enforce county or city ordinances. You may file a complaint against the agency and the Jury does have the jurisdiction to investigate. The Jury does not have the authority to order the agency to take an action or not to take an action only to recommend a course of action and to make that recommendation public.

Preparation Instructions For Filing A Complaint

- 1. This complaint is against:**
 - a. Include name of agency and/or individual(s) the complaint is against. Ensure correct spelling.
 - b. Give the name of the department involved and the supervisor, if known.

- 2. My complaint about the above:**
 - a. Be clear and concise. Do not use broad statements.
 - b. Attach copies (no originals) of all available documentation, receipts, photos, letters and notes of conversations or observations that support the complaint.

- c. Number all attachments consecutively and on a separate page, describe each document using the corresponding number.
 - d. Describe all past or pending legal actions, civil or criminal, related to your complaint.
- 3. Describe the action you wish the Jury to take and why.**
- a. Keep in mind the Jury's jurisdiction.
- 4. List all other agencies, officials, attorneys or others you have contacted about this matter.**
- a. Provide a complete list of all persons contacted.
 - b. Include the address and/or telephone number of each.
 - c. Attach copies of any documents you shared with those contacted.
 - d. Provide a summary of conversations with those you spoke to, including the date, their names and telephone numbers.
 - e. Describe the results of these contacts.
- 5. About you:**
- a. Include your name, address, and telephone numbers. Anonymous complaints may not be investigated.
 - b. You should sign and date the complaint form. The Jury may not respond to unsigned complaints.

Do not send originals! Copies will not be returned

Send this complaint along with copies of any documentation to:

El Dorado County Grand Jury P.O. Box 742
Placerville CA 95667
Tel 530/621-7477
Fax 530/295-0763
<http://co.el-dorado.ca.us/grandjury/index.html>

YOUR CONFIDENTIALITY WILL BE RIGOROUSLY PROTECTED



EL DORADO COUNTY GRAND JURY
PO BOX 472
PLACERVILLE, CA 95677

CITIZEN COMPLAINT FORM

PERSON OR AGENCY COMPLAINT IS ABOUT

Name:	Telephone:
Address:	

NATURE OF COMPLAINT

(Describe events in the order they occurred as concisely as possible. Attach any additional information)

COMPLAINT CONTACTS (List persons or agencies contacted prior to Grand Jury)

Name:	Telephone:
Name:	Telephone:
Name:	Telephone:

WITNESSES THE GRAND JURY MAY CONTACT FOR FURTHER INFORMATION

Name:	Telephone:
Name:	Telephone:
Name:	Telephone:

DESCRIBE ACTION YOU WISH THE GRAND JURY TO TAKE AND WHY

COMPLAINANT

Name:	Telephone:
Address:	Drivers License No:

THE INFORMATION PRESENTED ON THIS FORM IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Signature: _____ Date: _____

THE GRAND JURY WILL ACKNOWLEDGE ITS RECEIPT OF THIS COMPLAINT.