



## CITIZEN COMPLAINT FORM

San Diego County of San Diego  
CIVIL GRAND JURY  
Hall of Justice  
330 West Broadway, Suite 477  
San Diego, CA 92101-3830  
619-515-8707 Telephone 619-515-8696 FAX

**Please Review Complaint  
Guidelines on Reverse Side**

### PLEASE PRINT

1. **Who:** (Your Name) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone: ( ) \_\_\_\_\_

2. **What:** Subject of Complaint: Briefly state the nature of complaint and the action of what San Diego County department, section agency or official(s) that you believe was illegal or improper. Use additional sheets if necessary.

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3. **When:** Date(s) of incident: \_\_\_\_\_

4. **Where:** Names and addresses of other departments, agencies or officials involved in this complaint. Include dates/types of contact, i.e. phone, letter, personal. Use additional sheets if necessary.

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5. **Why/How:** Attach pertinent documents and correspondence with dates.

SIGNATURE: \_\_\_\_\_

It is a crime to report to the Grand Jury that a crime has been committed knowing the report to be false. Penal Code §148.5(d).

## **COMPLAINT GUIDELINES**

Receipt of all complaints will be acknowledged by mail. If a matter does not fall within the Civil Grand Jury's investigative authority, or the Jury determines not to investigate a complaint, no action will be taken and you will be notified via mail. The findings of any investigation conducted by the Civil Grand Jury can only be communicated in a formal final report published at the conclusion of the jury's term, June 30<sup>th</sup>.

The jurisdiction of the Civil Grand Jury includes the following:

- Consideration of evidence of misconduct by public officials within San Diego County of San Diego
- Inquiry into the condition and management of jails within the County.
- Investigation and reports on the operations, accounts and records of the officers, departments or functions of county and cities including special districts created by state law.

Some complaints are not suitable for jury action. For example, the Civil Grand Jury does not have jurisdiction over judicial performance, actions of the court or cases that are pending in the courts. Grievances of this nature must be resolved through the established judicial appeal system. The Civil Grand Jury has no jurisdiction or authority to investigate federal or state agencies. Only causes of action occurring within San Diego County are eligible for review.

### **FILING A COMPLAINT OR REQUEST FOR INVESTIGATION**

Any private citizen, governmental employee or officer may ask the Civil Grand Jury to conduct an investigation. This complaint must be in writing and is treated by the jury as confidential. Any request for investigation must include detailed evidence supporting the complaint or request for investigation. If the Grand Jury believes that the evidence is valid and sufficient to support the complaint, a detailed investigation may be held. The written complaint should cover the following points:

- Specifically who or what agency is the complaint against
- What is the nature of the complaint
- What action was improper or illegal
- When and where did the incident(s) occur
- What were the consequences of this action
- What action or remedies are you seeking
- Why/How. Attach relevant documents and correspondence with dates

Additional information about the Grand Jury is also available on the jury's website: <http://www.sdcounty.ca.gov/grandjury>.