

# 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?

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

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

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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.**

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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.

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

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

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**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**

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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 1<sup>st</sup> of the current year and ends June 30<sup>th</sup> 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](mailto: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.