



Tehama County Grand Jury Citizen Complaint Form

Instructions for Preparing the Tehama County Citizen Complaint Form

1. **Complainant** *All communications with the Grand Jury are confidential. Your confidentiality will be protected. You may submit an anonymous complaint; however, this could make it more difficult for the Grand Jury to investigate and respond to the allegations.*
 - a. Include your name, complete mailing address, phone number and email address.
 - b. The grand jury may or may not contact you for further information.
2. **Subject of Complaint**
 - a. Include name, address and telephone number of the person, official, department, agency or entity the complaint is regarding.
 - b. If the complaint is regarding an individual in an organization, include the individual's title and position in the organization.
3. **Attempted resolution**
 - a. Include name, phone number and address of each individual, department or agency or media entity you have contacted prior to filing out this complaint.
 - b. Briefly describe the results of each of the contacts you made while trying to resolve your complaint.
4. **Brief Summary of Complaint**
 - a. Be as concise as possible, providing dates, times, and names of individuals involved. Submit one Complaint Form for each complaint.
 - b. Cite specific instances as opposed to broad statements.
 - c. You may include copies of documents, pictures and correspondence to support your complaint - they will not be returned to you.
 - d. If more room is required, attach additional sheets - include how many sheets are attached on the last line of the first sheet (i.e. 3 additional sheets attached). Number the sheets.
5. **Possible Complaint Resolution**
 - a. Briefly describe the results you would like to see from a Grand Jury investigation.
6. **Disposition of Complaints**
 - a. Please be advised that each complaint is considered on a case-by-case basis. Not all complaints can or will be investigated and/or acted upon due to the nature of the complaint, available resources and other considerations.
7. **Sign and date your Complaint Form.**
8. **Mail the Tehama County Grand Jury Public Complaint Form to:**
Tehama County Grand Jury
P O Box 1061
Red Bluff CA 96080



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Complainant Contact Information:

Your Full Name: _____

Address: _____
Street City State Zip

Telephone: _____ **Email:** _____

Person, Official, Department, and/or Agency this Complaint is against:

Name: _____ **Department:** _____ **Agency:** _____

Address: _____
Street City State Zip

Telephone: _____ **Email:** _____

List the Persons, Officials, Departments, Agencies or Media you have contacted regarding this complaint:

Person/Entity Name: _____

Contact information: _____
Address Phone

Briefly describe the results of your contact with the above individual(s), department(s), agency(ies). Use extra sheets, if necessary.



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What results do you hope to see from a Grand Jury investigation?

I affirm I have read and understand the instructions for submitting this form.

Signature: _____ **Date:** _____

Mail to: **Tehama County Grand Jury**
P.O. Box 1061
Red Bluff, CA 96080

The Tehama County Citizen Complaint Form should only be prepared and submitted after attempts to correct a situation have been explored and were unsuccessful.

For Grand Jury Use Only

Complainant: _____

Complaint Number: _____

Date Received: _____

Date Acknowledged: _____

Disposition: _____