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 to 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.
- Mail the Tehama County Grand Jury Public Complaint Form to: Tehama County Grand Jury
 P O Box 1061
 Red Bluff CA 96080



Tehama County Grand Jury Citizen Complaint Form

Complainant Cont	act Information:			
Your Full Name: _				
Address:				_
St	reet	City	State	Zip
Telephone:	Email: _			
Person, Official, De	epartment, and/or Agency t	his Complair	nt is against:	
Name:	Department: _		Agency:	
Address:				
	reet		State	Zip
Telephone:	Email:			
regarding this com Person/Entity Nam	ne:			
Contact information	on:			
	Address		Phone	
-	results of your contact with t tra sheets, if necessary.	he above indi	vidual(s), depa	rtment(s),
-				



Tehama County Grand Jury Citizen Complaint Form

l affirm l ha	ave read and understand the instructions for submitting this form.
	Date:
	
F	Tehama County Grand Jury P.O. Box 1061 Red Bluff, CA 96080
	ma County Citizen Complaint Form should only be prepared and submitted tempts to correct a situation have been explored and were unsuccessful.
	For Grand Jury Use Only
C	Complainant:
C	Complaint Number:
Г	Date Received:
Г	Date Acknowledged: