# CONFIDENTIAL CITIZEN COMPLAINT FORM

**Please Review Attached Complaint Guidelines Before Completing this Form**

**PLEASE PRINT** **DATE:** _____

1**. Who**: Your Name**:** _____

Address: _____

City, State, Zip, Code: _____

Telephone: **(  )** _____ Extension: _____

2. **What:** Subject of Complaint. Briefly state the nature of complaint and the action of what *Los Angeles 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: _____

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4. **Who/Where/When:** Names and addresses of other departments, agencies or officials involved in this complaint. Be precise in providing dates and 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.

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**Complaint Guidelines**

Communications from the public can provide valuable information to the Civil Grand Jury. Any private citizen, government employee, or officer may submit a completed complaint form to request that the Civil Grand Jury conduct an investigation. This complaint must be in writing and is treated as confidential. Prior to submitting the Complaint Form to the Grand Jury office, please retain a copy for your records if needed. Receipt of all complaints will be acknowledged. Exhibits or supporting documents attached to the complaint become property of the Grand Jury and will not be returned.

If the Civil Grand Jury determines that a matter is within the legally permissible scope of its investigative powers and would warrant further inquiry, additional information may be requested. 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 there will be no further contact from the Civil Grand Jury.

The findings of any investigation conducted by the Civil Grand Jury can be communicated only in a formal final report published at the conclusion of the Grand Jury's term, June 30th.

Some complaints are not suitable for civil grand jury action. For example, the Civil Grand Jury has no 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 the County of Los Angeles are eligible for review.

The jurisdiction of the Civil Grand Jury includes the following:

- Consideration of evidence of misconduct against public officials within Los Angeles County.
- Inquiry into the condition and management of the jails within the county.
- Investigation and report on the operations, accounts, and records of the officers, departments or functions of the county including those operations, accounts, and records of any special legislative district or other district in the county created pursuant to state law for which the officers of the county are serving in their ex officio capacity as officers of the districts.
- Investigation of the books and records of any incorporated city or joint powers agency located in the county.

If you need assistance completing this form: Los Angeles County residents dial 211, Los Angeles City residents dial 311. You will be directed to a local legal help center.

Mail complaint form to: Los Angeles County Civil Grand Jury
Clara Shortridge Foltz Criminal Justice Center
210 West Temple Street, Eleventh Floor, Room 11-506
Los Angeles, CA 90012