



COUNTY OF LAKE
LAKE COUNTY GRAND JURY
 P.O. BOX 1078
 KELSEYVILLE, CALIFORNIA 95451

COMPLAINT FORM

WHEN COMPLETED – MAIL THIS FORM TO THE ABOVE ADDRESS
ALL COMMUNICATIONS TO THE GRAND JURY ARE CONFIDENTIAL

This complaint should be submitted after all attempts to resolve a situation have been explored unsuccessfully.

Person or agency your complaint is about

Name and Title

Organization

Address

(707) -

Telephone

My complaint is: (be as precise as possible, providing dates, times, and names of individuals involved. Describe more specific instances instead of making broad statements. Attach any available photographs, correspondence or documentation which pertains to this complaint. Use extra sheets as necessary.)

Other persons or agencies you have contacted about this complaint.

Describe the action you wish the Grand Jury to take.

Using additional sheets, provide any further information you feel may be helpful in an investigation.
 COMPLAINANT:

Name (please print)		(707) -	
		Telephone	
		CA	-
Address	City	State	Zip Code
		Tuesday, April 17, 2007	
Signature		Date	

Your confidentiality will be vigorously protected. All complaints will be acknowledged promptly.
 Please read additional instructions attached.

COUNTY OF LAKE
LAKE COUNTY GRAND JURY
FURTHER INFORMATION REGARDING CITIZENS COMPLAINTS

Anyone may ask the Grand Jury to investigate a complaint. The Grand Jury will review all complaints received from the public and, when appropriate investigate those complaints which contain allegation of wrong doing or misconduct. While the Grand Jury will accept and review each complaint this is no assurance that the matter will be officially investigated or any formal action taken. The following procedures govern the submission and processing of such complaints.

A formal complaint should be prepared after all attempts to correct a situation have been explored unsuccessfully.

All complaints should be submitted in writing, dated and signed by the complainant. Anonymous complaints are usually given less weight by the Grand Jury in deciding what to investigate.

Complaints may be submitted by letter, but this complaint form is preferred. Upon request, members of the Grand Jury will assist citizens with the preparation of the complaint form.

Content of a complaint

Whether or not the standard complaint form is used, the following information should be included if at all possible:

- Name, address and telephone number of the individual or organization the complaint is against.
- If the complaint is against an individual in an organization, include the individual's title or position in the organization.
- Describe the problem as clearly as possible.
- Be as concise as possible, including dates, times, and names of individuals involved.
- Cite specific examples as opposed to broad general accusations.
- Attach any available evidence such as correspondence, documentation, photographs, etc..
- Include the name, address and telephone number of the person preparing the complaint. Please state all efforts or action taken to resolve the complaint up to this time. All materials, photos, statements, documents or other evidence will be retained for confidentiality by the Grand Jury.

Confidentiality

The Grand Jury is forbidden by law to release any information about a complainant or about any investigation that may be in progress. The confidentiality of the person making the complaint is rigorously protected.

The Grand Jury will study each complaint submitted. Each complaint will be acknowledged by letter as soon as possible after it is received. After studying the complaint, the Grand Jury will determine if further investigation should be undertaken. In any event, the complainant will be advised of the Grand Jury's decision.

The Grand Jury may call on the complainant for further information or clarification of the complaint.