

AMADOR COUNTY CITIZENS COMPLAINTS

The Grand Jury is empowered to investigate complaints from citizens, civic groups, government employees and others about the workings of local government or the conduct of its officers or employees. Our primary function and the most important reason for our existence is the examination of all aspects of local government, including: cities, special districts and school districts. The Grand Jury is a guardian of public trust in local government. We exist to assure honest, efficient government in the best interests of all people.

CONFIDENTIALITY

In all of our proceedings and investigations we are sworn to maintain secrecy. As a Grand Jury we apply the same objective standard of conduct and responsibility to all persons and we are charged to avoid being influenced by sentiment, conjecture, sympathy, public feelings, passion or prejudice.

COMPLAINT PROCESS

While the Grand Jury will investigate complaints presented to it in any form, it is desirous that this form be used whenever possible. Please identify the specific problem and describe the circumstances. Document your complaint with all available evidence and submit copies of all available documents.

Mail your complaint to:

**AMADOR COUNTY GRAND JURY
P.O. BOX 249
JACKSON, CA 95642**

The Grand Jury will acknowledge the receipt of your complaint.

1. The Grand Jury Citizen Complaint Form should be prepared after all other attempts to correct a situation have been explored and were unsuccessful.

II. Instructions for preparing the Citizen Complaint Form.

1. **THIS COMPLAINT IS AGAINST:**

- a. Include the name and address of the individual or organization the complaint is against. Ensure correct spelling of names.
- b. If the complaint is against an individual in an organization, include the individual's title or position in the organization.
- c. Provide the street address (not simply a P.O. Box), city, state and zip code if possible.
- d. Telephone number of the organization or individual cited should be included on the last line of this block.

2. **MY COMPLAINT AGAINST THE ABOVE IS:**

- a. Describe the problem in your own words.
- b. Be as concise as possible, providing dates, times and names of individuals involved.
- c. Cite specific instances as opposed to broad statements.
- d. Attach any available photographs, correspondence or documentation which support the complaint.
- e. If more room is required, attach extra sheets and include their number on the last line of the first sheet (i.e. 3 additional sheets attached).

3. **WHOM HAVE YOU CONTACTED?**

4. **COMPLAINANT (YOUR CONFIDENTIALITY WILL BE RIGOROUSLY PROTECTED):**

- a. Include your name, street address, city, state, zip code and telephone number including area code.
- b. Mail this complaint form to the address shown on the form.
- c. Please sign this complaint. (You may file an anonymous complaint if you desire however, it is highly unlikely that the Grand Jury will investigate complaint allegations).

III. The Grand Jury will respond to your complaint and advise you whether or not an investigation will be undertaken.

IV. The Grand Jury may contact you during the conduct of an investigation.

ACTION REQUESTED:

DESCRIBE THE ACTION YOU WISH THE GRAND JURY TO TAKE:
