

GRAND JURY
To: COUNTY OF TEHAMA

POST OFFICE BOX 1061
RED BLUFF, CALIFORNIA 96080



Date: _____

CITIZEN COMPLAINT FORM
(See back for preparation instructions)

THIS COMPLAINT IS AGAINST:

_____	Name/Title
_____	Organization
_____	Address
_____	City
_____	Phone

MY COMPLAINT AGAINST THE ABOVE IS:

(Use Extra Sheets if Necessary)

<p>Complainant Information:</p> <p>_____ (Print or Type Name)</p> <p>_____ (Address)</p> <p>_____ Telephone: _____</p> <p>_____ (Signature)</p>
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INSTRUCTIONS

- I. The Grand Jury Citizen Complaint Form should be prepared after all 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 of the individual or organization the complaint is against. Ensure correct spelling of the name(s).
 - b. If the complaint is against an individual in an organization, include the individual's title position in the organization.
 - c. Provide the street address (not a P.O. Box), city, state and zip code.
 - d. The 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 supports 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. Complainant:**
(ALL COMMUNICATIONS TO THE GRAND JURY ARE CONFIDENTIAL AND 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 Grand Jury at the address shown on the front.
 - c. Please sign this complaint. (You may file an anonymous complaint if you desire; however, this may make it much more difficult for the Grand Jury to investigate the allegations.)
- III. The Grand Jury may contact you during the conduct of an investigation.