

**Citizen Complaint Form**

All complaints submitted to the Grand Jury are held in the strictest confidence



**Kings County Grand Jury**

P. O. Box 1562, Hanford, CA 93232  
Phone:(559) 852-2892 Fax:(559) 924-1009

Date: \_\_\_\_\_

**1. YOUR PERSONAL INFORMATION (Please print)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**2. PERSON OR AGENCY ABOUT WHICH THE COMPLAINT IS MADE**

Name/Agency: \_\_\_\_\_  
Location or Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Person in Charge (if agency): \_\_\_\_\_

**3. OTHER PERSONS OR AGENCIES YOU HAVE CONTACTED ABOUT YOUR COMPLAINT**

<u>Person or Agency</u>	<u>Approximate Date of Contact</u>
_____	_____
_____	_____
_____	_____

**4. NATURE OF COMPLAINT**

Describe events in order they occurred as clearly and concisely as possible. Use extra sheets if necessary. *Please note: The Kings County Grand Jury has no jurisdiction over state or federal agencies, the courts, judicial officers, private companies or most organizations.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. PERSONS YOU THINK SHOULD BE CONTACTED REGARDING YOUR COMPLAINT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Reason to Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Reason to Contact: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Reason to Contact: \_\_\_\_\_

**6. ACTION WHICH YOU BELIEVE WE SHOULD TAKE**

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**7. CORRESPONDENCE/DOCUMENTS REGARDING YOUR COMPLAINT**

Please include copies of any correspondence and/or documents you feel is pertinent. Documentation becomes the property of the Grand Jury and will not be returned. Enclose extra sheets, as needed.

Number of pages submitted with this complaint form: \_\_\_\_\_

The information I have submitted on this form is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

**CITIZEN COMPLAINTS**

A major function of the Kings County Grand Jury is to examine local county and city government, special districts, school districts, and any joint powers agency located in the county to ensure their duties are being carried out lawfully.

Among the responsibilities of the Grand Jury is the investigation of the public's complaints to assure that all branches of city and county government are being administered efficiently, honestly and in the best interest of the citizens.

Anyone may ask the Grand Jury to conduct an investigation of an issue within its jurisdiction. The Grand Jury may refuse to act on a complaint, particularly if the matter is under judicial review, appears to be more appropriate for action by another agency, or if it is out of the Jury's purview.

**COMPLAINT PROCESS**

All normal attempts to resolve the problem should have been taken prior to the submission of the complaint. When these efforts have been proven unsuccessful, a complaint form should be prepared and submitted.

Present your complaint as soon as possible. Identify your specific concern and describe the circumstances as clearly and as concisely as possible. Complete your complaint packet with all pertinent information, correspondence and documents in your possession. *All submitted documents and recordings are evidence and will not be returned.*

**SUBMISSION OF COMPLAINT**

Complaints should be in writing and legible. Mail your complaint in a sealed envelope to:

Kings County Grand Jury  
P. O. Box 1562  
Hanford, CA 93232

**CONFIDENTIALITY**

The complainant's and the witnesses' identities are rigorously guarded. Results of complaints investigated by the Grand Jury are treated confidentially. The results of complaints investigated by the Grand Jury are published in its' final report .The final report is available for viewing on the Grand Jury website at [www.countyofkings.com/departments/grand-jury/annual-reports](http://www.countyofkings.com/departments/grand-jury/annual-reports). Copies of the report are also maintained at each county library branch.