



Sonoma County Civil Grand Jury Request for Investigative Review

P.O. Box 5109
Santa Rosa, CA 95402
707-565-6330
Email: gjury@sonoma-county.org

Please review the guidelines
at the end of document.

IMPORTANT: The Civil Grand Jury has no authority to investigate issues pending before a court of law or disputes between private parties. The Civil Grand Jury does not necessarily investigate all requests received.

Please note: Any requests for review received **after March 1** may not be considered until the following Civil Grand Jury term since the Civil Grand Jury term ends in June.

Person(s) Submitting the request

- Let us know how to reach you. All information you provide, including your identity, will be kept confidential.

Your Name					
Address:					
City:		State:		Zip Code:	
Phone:		Email:			

Agency about which request for review is made

- An agency includes: County Department, City within the county, or Special District

Agency Name:					
Address:					
City:		State:		Zip Code:	
Phone:					

- If the issue is about an individual within the organization, include the individual's name, title or position in the organization.

Individual Name:				
Title/Position:				

Address:					
City:		State:		Zip Code:	
Phone:					

Nature of Request

- Describe the events in the order they occurred and as concisely as possible. Cite specific instances rather than making broad statements.
- Include details such as dates, locations, agency and individual names, etc.
- Attach pertinent documents and correspondence with dates.
- Maximum limit per box is 2,000 characters. If more space is required attach extra sheets to this form.

Contacts

- List persons or agencies you contacted/consulted prior to this Grand Jury request.
- Maximum limit per box is 2,000 characters. If more space is required attach extra sheets to this form.

- List witnesses the Grand Jury may contact for further information. Include names, phone number, and email address.

How would you like to see this matter resolved?

- Describe the action you wish the Grand Jury to take.
- Maximum limit per box is 2,000 characters. If more space is required attach extra sheets to this form.

Files Upload

- Please attach any correspondence or supporting documentation that would be pertinent to this review.
- Exhibits or supporting documents attached to the request become property of the Grand Jury and will not be returned.

It is a crime to knowingly make a false report to the Grand Jury that a felony or misdemeanor has been committed. (CA Penal Code No. 148.5(d))

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature:		Date:	
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[Submit](#)

Investigative Review Guidelines

Communications from the public can provide valuable information to the Civil Grand Jury. Any private county resident, government employee, or officer may submit a completed review form to request that the Civil Grand Jury conduct an investigation. This review must be in writing and is treated as confidential. Prior to submitting the Request for Investigative Review form to the Grand Jury office, please retain a copy for your records if needed. Receipt of all review requests will be acknowledged. Exhibits or supporting documents attached to this request 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, no action will be taken.

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.

The jurisdiction of the Civil Grand Jury includes the following:

- Misconduct or wrongdoing in their official capacities by officials or employees of the County of Sonoma, cities, school districts, or special districts, such as water, sewer etc. within Sonoma 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.
- Failure of the County of Sonoma, a city, or special district to provide essential public services.

There are two ways to submit your request for review:

1. Filling out the above form, uploading documentation and submitting it electronically to: gjury@sonoma-county.org
2. Print and mail the completed form and documentation in a sealed envelope to:
CONFIDENTIAL: Sonoma County Civil Grand Jury
P.O. Box 5109
Santa Rosa, CA 95402.