OPEN LETTER TO ANYONE SEEKING TO FILE A COMPLAINT AGAINST A MEMBER OF THE DISTRICT ATTORNEY’S OFFICE

A relationship of trust and confidence between members of the District Attorney’s Office and the community they serve is essential to effective criminal prosecution. My staff must be free to exercise their best judgment and perform their duties in a reasonable, lawful, and impartial manner without fear of reprisal. So, too, do they have a special obligation to respect the rights of all people.

I have established a system of complaint procedures which will precipitate disciplinary action when one of my staff has conducted himself/herself improperly, but will also protect him or her from unwarranted criticism when it is determined that he/she has discharged his/her duties properly.

It is also the purpose of the procedures to provide a just, open, and expeditious resolution of complaints regarding the conduct of my staff and to bring any such concerns to my attention. Therefore, when a complaint form is received by me, I will assign the investigation of said complaint to that employee’s supervisor. At the time of this assignment, you will be sent a letter that this process has begun. You will then receive a second letter within 30 days of the completion of the investigation that will notify you of the ultimate disposition of the investigation which will be limited to a finding of “sustained,” “not sustained,” “unfounded,” or “exonerated.”

Generally, complaints will not be accepted anonymously or from people who are under the influence of drugs or alcohol. Also, you should understand that if you knowingly make false accusations, you may be liable for legal sanctions.

Sincerely,

JOYCE E. DUDLEY
District Attorney
PROCEDURE FOR INVESTIGATION OF A COMPLAINT

It is the policy of the Santa Barbara County District Attorney’s Office to thoroughly and impartially investigate complaints regarding the conduct of its staff in accordance with the following procedures:

The complainant will be required to complete a “Complaint Form,” furnishing as accurately as possible all information related to the allegation(s), to include the names, addresses, phone numbers, and other information of all involved parties. The complaint form is available in both English and Spanish.

The completed complaint form will be forwarded to the District Attorney, who will assign the case for investigation. The complaint will be investigated in a timely, professional manner. The investigation consists of taking formal statements from all persons concerned, as well as the gathering and preservation of all physical evidence or other information related to the incident. Each allegation will be examined on its own merits in a thorough and objective manner. The complainant will be expected to participate in any investigation.

The District Attorney will review the completed investigation. At the conclusion of the review and recommendation process, the complainant will be notified of the results of the investigation.
COMPLAINT FORM

Complainant’s Full Name: ____________________________________________

Residence Address: __________________________________________________

Business Address: ____________________________________________________

Complainant Information: Sex _____________ Date of Birth: __________________

Victim (if other than complainant): ______________________________________

Victim’s address: ___________________________ Phone: __________________

Incident Location: __________________________ Date: ___________ Time: ______

DA Staff Member complained against: ____________________________________

Personal Description: ________________________________________________

Vehicle description: __________________________________________________

Witness #1: ____________________________ Phone: ______________

Res. Address: ____________________________ Bus. Address: ______________

Witness #2: ____________________________ Phone: ______________

Res. Address: ____________________________ Bus. Address: ______________

Does complaint involve a filed case? ______________ Case#: ______________

Name/address(es) of defendant: ________________________________________

Complainant’s Attorney: __________________________ Phone: ______________

Narrative of complaint (use back or additional sheet(s) of paper if necessary) _____________________________________________

Complainant’s Signature: __________________________ Date: ______________
SAMPLE NOTIFICATION OF THE BEGINNING OF AN INVESTIGATION OF A COMPLAINT

Date

Name
Address

Dear ***,

I am sending you this letter to notify you in writing that I have received the attached Complaint Form.

The supervisor assigned to your complaint is (INSERT NAME). (INSERT NAME) may be contacted at (INSERT email address and phone number).

Sincerely,

JOYCE E. DUDLEY
District Attorney

Attachment
SAMPLE NOTIFICATION OF DISPOSITION OF THE INVESTIGATION OF A COMPLAINT

Date

Name
Address

Dear ***,

I am sending you this letter to notify you in writing that the investigation of your attached submitted complaint is complete.

Due to confidentiality requirements of California law, I am only able to legally inform you that your complaint was investigated and the disposition findings of your complaint allegations were as follows:

If you have any questions or concerns, please feel free to contact me.

Sincerely,

JOYCE E. DUDLEY
District Attorney

Attachment
<table>
<thead>
<tr>
<th>Reporting Party</th>
<th>Date Received</th>
<th>Date Receipt Letter Sent</th>
<th>Supervisor Assigned</th>
<th>Date Closed</th>
<th>Date Disposition Letter Sent</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>