

OFFICE OF THE
DISTRICT ATTORNEY
COUNTY OF SANTA BARBARA

JOYCE E. DUDLEY
District Attorney



MAG M. NICOLA
Chief Deputy District Attorney

SONIA BALLESTE
Chief Deputy District Attorney

MEGAN RHEINSCHILD
Victim Assistance Director

MICHAEL D. SODERMAN
Chief Financial & Administrative Officer

KELLY A. DUNCAN
Chief Deputy District Attorney

JOHN T. SAVRNOCH
Chief Deputy District Attorney

PATRICK CLOUSE
Chief Investigator

**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

☐ **SANTA BARBARA OFFICE**
1112 Santa Barbara Street
Santa Barbara, CA 93101
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Fax: (805) 568-2453

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Tel: (805) 346-7540
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115 Civic Center Plaza
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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.

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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: _____

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**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

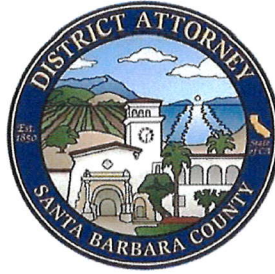
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**SAMPLE NOTIFICATION OF DISPOSITION OF
THE INVESTIGATION OF A COMPLAINT**

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
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SANTA BARBARA COUNTY DISTRICT ATTORNEY
COMPLAINT LOG

[illegible]