



MAG M. NICOLA
Chief Deputy District Attorney
CYNTHIA N. GRESSER
Chief Deputy District Attorney

MEGAN RHEINSCHILD Victim Assistance Director **KELLY D. SCOTT**Chief Deputy District Attorney

JOHN T. SAVRNOCH Chief Deputy District Attorney

DAVID M. SAUNDERS Chief Investigator

**KERRY M. BIERMAN**Chief Financial & Administrative Officer

### 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
Tel: (805) 568-2300
Fax: (805) 568-2453

SANTA MARIA OFFICI
312-D East Cook Street
Santa Maria, CA 93454
Tel: (805) 346-7540
Fax: (805) 346-7588





MAG M. NICOLA
Chief Deputy District Attorney
CYNTHIA N. GRESSER

Chief Deputy District Attorney

MEGAN RHEINSCHILD

Victim Assistance Director

KELLY D. SCOTT
Chief Deputy District Attorney

JOHN T. SAVRNOCH Chief Deputy District Attorney

> DAVID M. SAUNDERS Chief Investigator

KERRY M. BIERMAN
Chief Financial & Administrative Officer

#### 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.

SANTA BARBARA OFFICE
1112 Santa Barbara Street
Santa Barbara, CA 93101
Tel: (805) 568-2300
Fax: (805) 568-2453

### OFFICE OF THE **DISTRICT ATTORNEY** COUNTY OF SANTA BARBARA

**JOYCE E. DUDLEY District Attorney** 



#### MAG M. NICOLA Chief Deputy District Attorney

#### CYNTHIA N. GRESSER Chief Deputy District Attorney

#### MEGAN RHEINSCHILD Victim Assistance Director

#### KELLY D. SCOTT Chief Deputy District Attorney

#### JOHN T. SAVRNOCH Chief Deputy District Attorney

DAVID M. SAUNDERS Chief Investigator

KERRY M. BIERMAN Chief Financial & Administrative Officer

#### **COMPLAINT FORM**

Complainant's Full Name:				
Residence Address:				
Business Address:				
Complainant Information: Sex	_ Date of B	irth:		
Victim (if other than complainant):				
Victim's address:		Phone:		
Incident Location: Date:				
DA Staff Member complained against:				
Personal Description:				
Vehicle description:				
Witness #1:				
Res. Address:				
Witness #2:				
Res. Address:				
Does complaint involve a filed case?				
Name/address(es) of defendant:				
Complainant's Attorney:		Phone:		
Narrative of complaint (use back or additional				
Complainant's Signature:		Date:		
1112 Santa Barbara Street       312         Santa Barbara, CA 93101       Sar         Tel: (805) 568-2300       T	NTA MARIA OFFIC 2-D East Cook Stree ata Maria, CA 9345- el: (805) 346-7540 ax: (805) 346-7588	et —	LOMPOC OFFICE 115 Civic Center Plaza Lompoc, CA 93436 Tel: (805) 737-7760 Fax: (805) 737-7732	





MAG M. NICOLA
Chief Deputy District Attorney
CYNTHIA N. GRESSER

Chief Deputy District Attorney

MEGAN RHEINSCHILD

Victim Assistance Director

KELLY D. SCOTT Chief Deputy District Attorney JOHN T. SAVRNOCH

Chief Deputy District Attorney **DAVID M. SAUNDERS**Chief Investigator

**KERRY M. BIERMAN**Chief Financial & Administrative Officer

### 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

Ш	SANTA BARBARA OFFICE
	1112 Santa Barbara Street
	Santa Barbara, CA 93101
	Tel: (805) 568-2300
	Fax: (805) 568-2453

SANTA MARIA OFFICE 312-D East Cook Street Santa Maria, CA 93454 Tel: (805) 346-7540 Fax: (805) 346-7588 LOMPOC OFFICE 115 Civic Center Plaza Lompoc, CA 93436 Tel: (805) 737-7760 Fax: (805) 737-7732





MAG M. NICOLA
Chief Deputy District Attorney

**CYNTHIA N. GRESSER** Chief Deputy District Attorney

MEGAN RHEINSCHILD DAVID M. SAUNDERS
Victim Assistance Director Chief Investigator

Chief Financial & Administrative Officer

KELLY D. SCOTT

JOHN T. SAVRNOCH

Chief Deputy District Attorney

Chief Deputy District Attorney

Victim Assistance Director Chief Investigator

KERRY M. BIERMAN

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

	Date	
Name Address		
Dear ***,		
I am sending you this le submitted complaint is complet	etter to notify you in writing that the ine.	nvestigation of your attached
2	requirements of California law, I am investigated and the disposition	, , ,
If you have any question	ns or concerns, please feel free to con	tact me.
	Sincerely,	
	JOYCE E. DUDLEY District Attorney	
Attachment		
SANTA BARBARA OFFICE 1112 Santa Barbara Street Santa Barbara, CA 93101 Tel: (805) 568-2300 Fax: (805) 568-2453	SANTA MARIA OFFICE 312-D East Cook Street Santa Maria, CA 93454 Tel: (805) 346-7540 Fax: (805) 346-7588	LOMPOC OFFICE 115 Civic Center Plaza Lompoc, CA 93436 Tel: (805) 737-7760 Fax: (805) 737-7732

# SANTA BARBARA COUNTY DISTRICT ATTORNEY COMPLAINT LOG 2016

	Date	Date Receipt		Date	Date Disposition	
Reporting Party	Received	Letter Sent	Supervisor Assigned	Closed	Letter Sent	Disposition