



## SAN DIEGO COUNTY SHERIFF'S OFFICE

*Kelly A. Martinez, Sheriff*

*Rich Williams, Undersheriff*

March 17, 2026

MaryAnne Pintar, Board Chairperson  
Citizens' Law Enforcement Review Board  
1600 Pacific Highway, Suite 251  
San Diego, CA 92101

### **CLERB POLICY RECOMMENDATION: 23-152 and 24-121**

Dear Chairperson Pintar,

The San Diego County Sheriff's Office welcomes and supports the Citizens' Law Enforcement Review Board's (CLERB) independent review of complaints alleging improper actions by members of the Sheriff's Office. The San Diego County Sheriff's Office (SDSO) continuously strives to respond with professionalism and concern to the citizens we serve, and the CLERB process provides invaluable input to that end.

CLERB sent the SDSO the following recommendations, reference CLERB Case #23-152:

1. CLERB recommends SDSO modify DSB Policy N.1, Grievance Procedure, Section IX, Subsection B.2 to specify that no staff signature is required and the second page of the form serves as a **signed** receipt.

CLERB also sent the SDSO the following recommendations, reference CLERB Case #24-121:

1. It is recommended that the San Diego Sheriff's Office (SDSO) update Detention Services Bureau (DSB) P&P N.1, Grievance Procedures, by separating the "Personnel Complaint" investigative requirements for clarity.

Thank you for these recommendations regarding your concerns. Below is the response to your policy recommendations:

Regarding the first recommendation for #23-152, the Sheriff's Office has changed Detention Services Bureau (DSB) Policy and Procedures (P&P) N.1 to meet your recommendation. DSB P&P N.1, Grievance Procedure, Section X, Subsection B.2 now states: "Give the second page of the J-22 form to the incarcerated person as a receipt."

In CLERB's recommendation regarding #24-121, it stated, "Embedded in the N.1 Grievance Policy is language that delineates a grievance from personnel misconduct. N.1 Section IX is titled, "Grievance as Distinguished from a Personnel Complaint." This section describes the different

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investigative and administrative requirements when handling a complaint that is identified as a personnel complaint. However, section A states, "*The procedures described in this policy section apply only to grievances.*" This language can be confusing as it is embedded in the personnel complaint section of the grievance policy. It is recommended bifurcating the personnel misconduct policy from the grievance policy. The personnel misconduct policy should refrain from using the term "grievance" as it may add to confusion." "Additionally, the same J-22, "Grievance Form" is utilized when a complaint has been determined to be personnel misconduct. It is recommended that the original J-22 form received from the IP be preserved for future review such as scanning the document into JIMS or the IP's booking history."

Following your request and rationale, the Sheriff's Office changed Detention Services Bureau (DSB) Policy and Procedures (P&P) N.1 to meet your recommendation. DSB P&P N.1, Grievance Procedure, Section IX, Subsection A. no longer has the sentence, "*The procedures described in this policy section apply only to grievances.*". This should clear up any confusion the prior version may have caused.

Additionally, the entire DSB P&P N.1 was reviewed by a group of personnel to make sure the procedures were clear and understandable to supervisors. DSB P&P N.1, Grievance Procedure, Section IX, Subsection C.6 had changes made involving the J-22 form and now states, "If it is to be handled as a complaint against staff, the supervisor will contact the complainant to obtain a detailed statement about the allegation(s) and document it on the J-10 form, omitting the name(s) of the subject employee."

In closing, we appreciate the time and effort of the Citizens' Law Enforcement Review Board. Thank you for your service to the citizens of San Diego County and for the recommendation. Our goal is to provide the highest quality public safety service to everyone in San Diego County.

Sincerely,

KELLY A. MARTINEZ, SHERIFF



Joseph Jarjura, Lieutenant  
Division of Inspectional Services

KAM: JJ