



Ethics Commission Report

915 I Street, 1st Floor

Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2018-01310

September 24, 2018

Discussion Item 04

Title: Approval of Sacramento Ethics Complaint Intake Form

Location: Citywide

Recommendation: Pass a Motion approving the Sacramento Ethics Complaint Intake Form.

Contact: Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk.

Presenter: Kevin Greene, Government Ethics and Transparency Administrator, (916) 808-7267, Office of the City Clerk.

Attachments:

1-Description/Analysis

2-Sworn Complaint Intake Form

Description/Analysis

Issue Detail: In order for the Sacramento Ethics Commission to conduct its work under Sacramento City Code chapter 2.112, the Commission must provide a complaint form for submission of complaints.

The complaint intake form seeks to collect the following information to review, investigate and consider a complaint:

- Name and at least one means of contact information of complainant;
- Name of the respondent, and any known addresses or phone numbers of the respondent;
- The facts of the alleged violation;
- Area of law allegedly violated, if known;
- Names and addresses of any witnesses, if known;
- Summary of information to be provided by witnesses;
- Any additional documentation that might aid in the investigation of the alleged violation.

This form will be available on the Office of the City Clerk's Good Governance and Compliance webpage at <http://www.cityofsacramento.org/Clerk/Good-Governance-and-Compliance> and available upon request from the Office of the City Clerk.

Policy Considerations: The Sworn Intake form will create a mechanism for the public to submit complaints into the Office of the Clerk for review, investigation and consideration of complaints against elected and appointed city officials, as described in City Code § 2.112.030.

Environmental Considerations: None

Sustainability: None

Commission/Committee Action: The Ethics Commission reviewed and provided input on the Draft intake form at the August 27, 2018 Commission meeting.

Rationale for Recommendation: None

Financial Considerations: None

Local Business Enterprise (LBE): None

Sacramento Ethics Commission

FORMAL

Complaint Form

DRAFT: Version 9/06/2018

The Sacramento Ethics Commission can investigate complaints of violations of laws related to campaign finance, lobbyist registration, public records, open meetings, and governmental ethics laws.

If you would like to submit a complaint that is within the Commission’s jurisdiction, please complete this form. Please be aware that the form becomes a public record available for inspection and copying by the public, along with any documents submitted with this form. A copy of this complaint will be made available to the persons identified in the allegations below. For more information about the Commission’s complaint process, see the Commission’s Complaint Procedures.

Sworn Complaint requires that you complete all of the information on this form, including your contact information, and signature verifying under penalty of perjury the information you provide in this complaint. Commission staff will review the complaint, present recommendations to the Commission, and notify the complainant about the Commission’s final action.

Nonsworn Complaint is a complaint that does not meet all the requirements of a Formal Complaint. . Commission staff will review the complaint, present recommendations to the Commission, and notify the complainant about the Commission’s final action.

Anonymous Complaint is a complaint that does not identify the complainant. Commission staff will review the complaint and present recommendations to the Commission.

Your Name: _____

Contact info (a minimum of one means of contact, i.e. email, phone, or mailing address):

Respondent Information: Please provide the name and title of each person who committed the alleged violation.

Date of Alleged Violation: (or date you became aware of the alleged violation).

Witness Information. Provide the name and telephone number of each person you believe may have information that would assist the Commission in its evaluation of this complaint. Also, provide a brief summary of the information that you believe each of the persons listed can provide to support the allegations stated in this complaint (use additional pages if necessary).

Witness 1:

Name: _____

Contact: _____

Brief Summary of Relevant Information:

Witness 2:

Name: _____

Contact: _____

Brief Summary of Relevant Information:

Witness 3:

Name: _____

Contact: _____

Brief Summary of Relevant Information:

Documentation. Please attach copies of any documents in your possession that relate to the allegations stated in this complaint. In addition, state below whether there are other records not in your possession that you believe may assist the commission in its evaluation of your complaint.

Additional Information. Provide any additional information that you believe may assist the Ethics Commission in its evaluation of this complaint.

Related Complaints. Have you made the same or similar allegations to another agency? If so, identify the agency or court and attach a copy of any complaint or other written description of the allegations submitted to that agency or court.

YES

If yes, Provide agency or court name:

NO

VERIFICATION:

I certify under penalty of perjury under the laws of the State of California that the above statements are true and correct.

Executed: [Date] at [City], [State]_____

* Signature: _____

** An anonymous complaint can be submitted without a signature or identifying information.*