



**City of Pomona  
Ethics Commission  
Ethics Violation Complaint Form**

**Incident Details**

**Date of Incident:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Nature of Complaint (\*definitions can be found on page 3)  
(check all that apply)**

- Ethics Violation
- Campaign Violation
- Conflict of Interest
- Brown Act Violation
- I am not sure
- Other: \_\_\_\_\_

**What Information Do You Want to Report?**

Please provide a detailed description of what happened. Include specific dates, times, what was said or done, who was involved(names), and any other relevant information.

***Be sure to clearly identify the alleged inappropriate behavior or incident.***

*(Attach extra pages if needed)*

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**Witnesses (if any)**

**Name(s):** \_\_\_\_\_

**Contact Info (if available):** \_\_\_\_\_

**Evidence or Supporting Documentation**

Please attach copies of any documents, emails, photos, or other evidence.

- Photos
- Emails/Texts
- Social Media Posts
- Documents/Records
- Video/Audio
- Other: \_\_\_\_\_

**Complainant Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Preferred Contact Method:**  Phone  Email  Mail  Prefer not to be contacted

**Are you a Pomona:**  Resident  Visitor  Vendor  Other: \_\_\_\_\_

- **Can a Member of the City Contact You?** \_\_\_\_\_

**Confidentiality and Acknowledgement**

Do you wish to remain anonymous?

- Yes *(Please note that anonymity may limit the ability to investigate)*
- No

I affirm that the information provided is true to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Ethics commission was created by charter amendment, voted on by the electorate in 2022. The Ethics Commission is the main point for advice, education, policy review, campaign matters (including proactive audits on select campaign contributions and expenditures) and general information for Ethics related matters for Elected Officials, Commissioners and the general public in Pomona. The Ethics Commission is responsible for developing and implementing an Ethics enforcement policy that applies to Elected Officials and Commissioners and begins after City staff conduct an investigation and intake process and provide the findings to the Ethics Commission for review and enforcement action (including required penalties and disciplinary actions to be imposed per law or necessary referrals to other agencies). The Commission is not an independent body but rather a body that can only provide recommendations to the City Council.

If you have concerns relating to Ethics issues, you can address the Ethics Commission by providing public comment during their regular meetings, the 4th Thursday of every month at 6:30 p.m. in the Council Chambers. You may also visit the Ethics Commission website to get additional information:

## DEFINITIONS

**Ethics Violation:** Breach of laws, regulations, or codes of conduct by a public official or employee that compromises the integrity, impartiality, or fairness of their duties. It involves using public office for personal gain, failing to avoid conflicts of interest, or failing to act in the best interest of the public.

**Campaign Violation:** An action by a government official, employee, or entity that breaks laws or regulations governing electioneering, campaign finance, or the use of public resources for political purposes. These violations generally involve using public office, time, equipment, or funds to influence elections, or violating restrictions on how campaign funds are raised and spent.

**Conflict of Interest:** A conflict of interest may occur when a government official, commissioner, or employee's personal, financial, or outside interests could influence, or appear to influence, how they perform their public duties, including decisions related to contracts, purchasing, or the awarding of public funds.

**Brown Act Violation:** When a legislative body fails to conduct its meetings in an open, public, and properly noticed manner, as required by the Ralph M. Brown Act (Government Code § 54950 et seq.). The Act generally requires that all deliberations and actions take place in public, with limited exceptions for authorized closed sessions.

## **ADDITIONAL LANGUAGE FOR COMMISSION TO REVIEW/APPROVE. THIS WILL NOT BE PART OF THE FORM**

*Email response that individuals who submit an online incident form will receive:*

This message confirms we have received your Ethics Complaint Form. We appreciate you bringing this matter to our attention. The Human Resources team will review your submission promptly and handle it in accordance with City and Ethics policies. Please note that we take all concerns seriously and will maintain confidentiality to the fullest extent possible.

If we require additional information or clarification (and you did not submit anonymously), we may contact you directly.

If you have additional questions about the City's Ethics Policy and/or the complaint process, please visit the Ethics Commission website: (add link to the process/webpage) The Ethics Commission meets the 4th Thursday of every month at 6:30 p.m. in the Council Chambers.