

## Complaint Intake Process

Any complaint made either through the hotline, website, or with a written complaint form will be received and documented by Human Resources. City staff will then refer the issue to the appropriate investigative body depending on the nature of the complaint. These might include the City Attorney, the California Fair Political Practices Commission, and/or a third-party investigator.

## Notification Process

During Ethics Commission meetings, HR will present a report of complaints it has received, any current or pending investigations, as well as any findings that have been reached. Specific details of the complaint may be withheld until the investigation is concluded.

## Ethics Commission Actions

After the investigation is finished, the findings will be presented to the Ethics Commission which may then propose additional recommended actions. After reviewing and discussing as part of a regular Ethics Commission meeting, the Commission may make concurring, opposing or partially concurring or partially opposing recommendations to the City Council.