



City of Arts & Innovation

CODE OF ETHICS AND CONDUCT COMPLAINT

Riverside Municipal Code Chapter 2.78

A Public Document

1. Person filing complaint:

Name _____ Email _____

Address _____

Phone _____

2. Official who committed alleged violation:

Name _____

Position _____

3. Date(s) of alleged violation: _____

4. Date you became aware of alleged violation _____

Complaints shall be filed with the City Clerk within 180 calendar days of discovery of an alleged violation, but in no event later than three (3) years from the date of the alleged violation.

5. Specific Prohibited Conduct Section of Code of Ethics and Conduct allegedly violated:

- ☐ Use of Official Title or Position for Personal Gain Prohibited
- ☐ Use or Divulgence of Confidential or Privileged Information Prohibited
- ☐ Use of City Resources for Non-City Purposes Prohibited
- ☐ Advocacy of Private Interests of Third Parties in Certain Circumstances Prohibited
- ☐ Endorsements for Compensation Prohibited
- ☐ Violation of Government Code Sections 87100 et seq., Prohibited (Conflict of Interest)
- ☐ Certain Political Activity Prohibited (Coercion of City employees to participate in election activities)
- ☐ Display of Campaign Materials in or on City Vehicles Prohibited
- ☐ Knowingly Assisting Another Public Official in Violating This Code of Ethics and Conduct Prohibited
- ☐ Negotiation for Employment With Any Party Having a Matter Pending Before City Prohibited
- ☐ Ex Parte Contact in Quasi-Judicial Matters Prohibited
- ☐ Attempts to Coerce Official Duties Prohibited
- ☐ Violations of Federal, State, or Local Law Prohibited

6. Description of the specific facts of the alleged violation (may submit as attached separate sheet):

[illegible]

7. Names, addresses, telephone numbers, and email addresses, if known, of each person the complainant intends to call as a witness at the hearing (may identify additional witnesses on a separate sheet):

[illegible]

8. Attach copies of any and all documents, photographs, recordings, or other tangible materials to be introduced and considered at the hearing.

Witnesses, documents, photographs, recordings or other tangible materials, other than those submitted with the complaint or official's reply, shall not be introduced at the hearing or considered by the hearing panel, except upon a finding by the hearing panel that the discovery of the evidence came to the awareness of the proponent after the filing of the complaint or reply and that the proponent disclosed such information to the City Clerk as soon as practicable after becoming aware of its existence. However, the hearing panel may subpoena additional witnesses, documents, photographs, recordings and other tangible evidence to be introduced and considered.

9. Signed under penalty of perjury of the laws of the State of California:

Signature

Date

PLEASE NOTE: The burden of proof is on the complainant and the complainant must prove the violation by a preponderance of the evidence.

Failure to complete all sections of this form may result in the filing being deemed incomplete and the complainant will be so notified. Incomplete filings will not be processed.

File completed form and attachments:

Office of the City Clerk
City of Riverside
3900 Main Street
Riverside, CA 92522
951-826-5557
city_clerk@riversideca.gov