

Online Documents / Code of Ethics and Conduct Complaint Process

Adult & Children
Passport

Claims For
Damages

Code Of Ethics
& Conduct

Code Of Ethics
And Conduct
Complaint
Process

Proclamations &
Certificates

Public Records
Request

Statements Of
Economic
Interests

Filling of Complaint

Step 1 - Complainant obtains a complaint form

- **Complaint Form**
- By calling the City Clerk's Office at 951-826-5557
- City Clerk's Office: 3900 Main Street, 7th Floor, Riverside, CA, 92522

Step 2 - Complainant completes complaint form

Step 3 - Complaint filed with City Clerk

Step 4 - City Clerk reviews for completeness

Public Official's Reply to Complaint

Step 5 - Public Official receives copy of complaint

Step 6 - Public Official files written reply

Step 7 - City Clerk provides reply to complainant

Pre-Hearing Conference Scheduled

Step 8 - City Clerk sets pre-conference hearing

Step 9 - City Clerk selects hearing panel members

Pre-Hearing Conference Procedures

Neither complainant nor the public official against whom the complaint is filed, shall be represented at the hearing by an attorney.

The pre-hearing conference and hearing are not formal judicial proceedings. The technical rules of evidence do not apply.

No witnesses, documents, photographs, recordings, or other tangible evidence other than those submitted with complaint or reply shall be introduced at the hearing or considered by the hearing panel. However, witnesses, documents, photograph, recordings or other tangible evidence may be introduced and considered upon a finding by the majority of the hearing panel that the discovery of such evidence came to the awareness of the proponent after filing of the complaint or reply and the proponent disclosed such information to the City Clerk as soon as practicable after becoming aware of its existence.

Step 10 - Hearing panel reviews complaint

Step 11 - Hearing panel dismisses complaint or conducts pre-conference hearing

Step 12 - Hearing panel reviews evidence

Step 13 - Complainant presents evidence to panel

Step 14 - Hearing panel determines if hearing shall be scheduled

Hearing Procedures

Step 15 - Continuance or parties present evidence

Step 16 - Complainant presents to hearing panel

Step 17 - Public Official presents to hearing panel

Step 18 - Hearing panel deliberates and votes

Post-Hearing Procedures

Step 19 - Within five (5) City business days, the City Clerk notifies parties in writing of the hearing panel's decision and appeal process.

Appeal Procedures

Step 20 - Finding of violation automatic appeal

Step 21 - Finding of no violation appeal

Step 22 - City Council hears appeal

Step 23 - City Council reviews hearing panel decision

Step 24 - City Clerk notifies parties of final decision