

2.78.070 - Written complaint procedures; rejection of non-compliant complaints.

- A. Only alleged violations of the prohibited conduct section of this chapter shall be grounds for a complaint against any public official pursuant to this chapter.
- B. Complaints shall be submitted on forms available from the City Clerk.
- C. Complaints and all required information and tangible evidence shall be filed with the City Clerk.
- D. Complaints shall include, but not be limited to, all of the following:
 - 1. Name, address, telephone number and email address, if available, of the complainant;
 - 2. Name and position of the public official against whom the complaint is made;
 - 3. Date of the alleged violation;
 - 4. The date the complainant became aware of the alleged violation;
 - 5. The specific provision of the prohibited conduct section of this chapter alleged to be violated. For alleged violations of RMC Section 2.78.070(M), the complaining party must identify the specific section(s) of the Charter of the City of Riverside or the Riverside Municipal Code, or the policy of the City of Riverside, including when the policy of the City of Riverside was established, that is alleged to have been violated;
 - 6. Description of the specific facts of the alleged violation;
 - 7. The names, addresses, telephone numbers and email addresses, if known, of each person the complainant intends to call as a witness at the hearing;
 - 8. Copies of any and all documents, photographs, recordings or other tangible materials to be introduced and considered at the hearing; and
 - 9. Complainant's signature, signed under penalty of perjury of the laws of the State of California.
- E. Complaints shall be filed with the City Clerk no later than one year from the date of the alleged violation.
- F. Upon filing of the complaint, the City Clerk shall review the complaint. If the complaint is deemed incomplete the City Clerk shall notify the complainant in writing within ten City business days as to the deficiencies. A complaint shall not be deemed filed until the City Clerk accepts it as complete.
- G. Any filed complaint that does not comply with all of the requirements of RMC Section 2.78.070(A) through (E) shall be administratively rejected by the City Clerk with the approval of the Chair of the Board of Ethics.

(Ord. 7632 § 1(Exh. A), 2023; Ord. 7419 § 3, 2018; Ord. 7403 § 3, 2017; Ord. 7328 § 3, 2016)