Complaint Initiated -  
Day 0: 

City Clerk receives complaint and enters date and time of receipt in complaint log.

Day 14: 

City Clerk completes an initial review of the complaint, chooses one of the following steps and enters action taken in complaint log:

- City Clerk refers complaint to Evaluator.
  At the next regular Commission meeting City Clerk notifies the Commission of the referral, but not the identity of the parties or the substance of the complaint.
  Evaluator finds no cause, submits No-Cause Report.

- City Clerk refers complaint to another City department, FPPC or other outside agency.
  At the next regular Commission City Clerk notifies the Commission of the action taken, but not the identity of the parties or the substance of the complaint.
  City Clerk notifies Complainant of the referral.

- City Clerk dismisses complaint for lack of jurisdiction.
  At the next regular Commission City Clerk notifies the Commission of the dismissal.

45 Days After Referral to Evaluator:

Evaluator finds no cause, submits No-Cause Report.

END

Commission adopts the no-cause report and dismisses the complaint.

END

Commission refers complaint to another department or agency.

END

Commission finds that sufficient cause does exist and directs Evaluator to investigate.

Evaluator finds cause, submits Evaluator's Report.

END

Upon receipt of Evaluator's Report City Clerk advises Chairperson and City Attorney; sets hearing date.

City Clerk posts Evaluator's Report as required by the Sunshine Ordinance and other applicable laws.

City Clerk notifies the complainant and respondent of the date and time of the Hearing.

Respondent(s) who wish to submit a written response to the Evaluator's Report must submit said response.

City Clerk provides copies of any respondent response to the Commission and Evaluator.

City Clerk provides copies of briefs submitted by any non-respondent to each respondent, the Commission and the Evaluator.

City Clerk provides a copy of any resolution adopted under section 5.5(A)(2), or 5.5(A)(3) to the complainant and each respondent and posts a copy of the resolution on the City's website.

60 Days After Referral to Evaluator:

Commission passes a motion directing Evaluator to further investigate.

END

Commission adopts a resolution finding that sufficient evidence exists and identifying remedy.

Commission adopts a resolution finding that sufficient does not exist and dismisses the complaint.

Commission passes a motion referring complaint to another department or agency.

END

10 Days Prior to Hearing:

At Least 72 Hours Before Hearing:

At Conclusion of Hearing:

City Clerk provides a copy of any resolution adopted under section 5.5(A)(2), or 5.5(A)(3) to the complainant and each respondent and posts a copy of the resolution on the City's website.

END

Key Terms

- **Commission** = the Sacramento Ethics Commission
- **Complainant** = person who files a complaint
- **Evaluator** = neutral and independent party who reviews and investigates complaints
- **Respondent** = person alleged in a complaint

Comprehensive Procedures can be found here: [https://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoEthicsCommission](https://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoEthicsCommission)