



Office of the City Clerk
200 E. Santa Clara Street, Tower 14th Floor
San José, CA 95113
(408) 535-1260 (main); (408) 292-6207 (Fax)
Email: city.clerk@sanjoseca.gov

COMPLAINT FORM

BOARD OF FAIR CAMPAIGN AND POLITICAL PRACTICES

This form is for submitting complaints to the San José Board of Fair Campaign and Political Practices. The San José Board of Fair Campaign and Political Practices is a Board appointed by the City Council to monitor compliance with all campaign and ethics ordinances in Title 12 of the San José Municipal Code (SJMC). They review and investigate allegations of violations of Title 12 of the SJMC, and take enforcement action when appropriate; make recommendations to the City Council with regard to campaign and ethics regulations and policies; and settle challenges to Board decisions in accordance with Section 4.24.050 of SJMC. (SJMC 12.010.070)

The San José Board of Fair Campaign and Political Practices does not investigate claims regarding placement and size of political signs. For these complaints, please contact the San José Code Enforcement Division at (408) 535-7770.

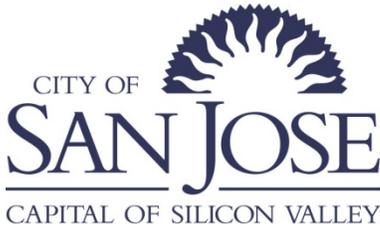
Any person may file a complaint alleging possible violations of the campaign finance, lobbying, conflicts of interest and certain local ethics ordinances set forth in Title 12 of the SJMC. Complaints may be filed on this complaint form and must be submitted by personal delivery, mail, fax, or email with a signature to the Office of the City Clerk. (Resolution 77879)

In order for a complaint filed with the Board to be investigated, the complaint must identify the specific alleged violation which forms the basis for the complaint and contain sufficient facts to warrant a formal investigation. The Board shall refer complaints to an independent and neutral evaluator for review and investigation. (SJMC 12.04.080)

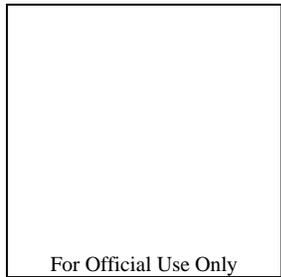
Complaints may be submitted anonymously at (408) 975-ANON (2666). The Complainant must state good cause for anonymity, which is limited to a City employee who is not protected by the Civil Service system making a complaint about a supervisor in his or her chain of command, or a private sector employee making a complaint about his or her employer. The Chair of the Board, or Vice Chair if the Chair is unavailable, will assess whether there is good cause for anonymity. It is recommended, but not required, that the anonymous Complainant provide a telephone number for the Board Member reviewing the call to contact the Complainant to gather additional information if needed. If the Board Member reviewing the call determines there is good cause for anonymity, the complaint will be forwarded to the evaluator by the City Clerk. (Resolution 77879)

The San José Board of Fair Campaign and Political Practices meets monthly on the second Wednesday of the month at 5:30 pm in San José City Hall, Wing Room 120. Address all correspondence to:

City of San José
Board of Fair Campaign and Political Practices
C/O Office of the City Clerk
200 E. Santa Clara Street, Tower 14th Floor
San José, CA 95113



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For Official Use Only

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*Name: _____

**Your name, address and phone number are required when submitting this form. If you wish to remain anonymous, you may call the Board of Fair Campaign and Political Practices Anonymous Complaint Hotline at 408-975-ANON (2666). (As noted on the instruction sheet, certain restrictions may apply.)*

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (Home Work Mobile) Alt. Phone: _____ (Home Work Mobile)

E-mail: _____

Complaint Type (Check all that apply):

- Campaign contribution violations (12.06)
 - Contribution Limit (12.06.210)
 - Contributions through other persons (12.06.240)
 - Cardroom prohibition (12.06.260)
 - Contribution Period (12.06.290)
 - Transfer of funds (12.06.410)
 - Debt Retirement (12.06.710)
 - Other: _____

- Campaign Disclosure Violation (12.06.910-930)
- Electioneering Communications Violation (12.06.1000-1030)
- Gift Ordinance Violations (12.08)
- Revolving Door Violations (12.10)
- Lobbyist Violations (12.12)
 - Unregistered Lobbyist (12.12.400)
 - Quarterly Reports (12.12.430)
 - Other: _____

Other **San José Municipal Code Title 12** Violations

Political Sign placement or size violations—please call (408) 535-7770 directly or submit this form. Political Sign complaints related to placement or size will be forwarded to Code Enforcement and NOT investigated by the Board of Fair Campaign and Political Practices. Only electioneering communication violations related to political signs are under the purview of the Board of Fair Campaign and Political Practices.

CONFIDENTIALITY OF COMPLAINTS

No complaint, investigative file or information contained therein, shall be disclosed by any City Official, city employee, the evaluator or investigator to any person other than a Respondent or Respondent's representative, the City Attorney, District Attorney, a court, a law enforcement agency, or otherwise as necessary to the conduct of an investigation prior to the presentation of the Report and Recommendations to the Board. The Evaluator, however, may communicate with the Chair of the Board on procedural matters relating to a pending complaint during the course of the investigation. After presentation of the Report and Recommendations, complaints, related documents, and investigative files shall not be disclosed except as required by the California Public Records Act. (Resolution 77879 and SJMC 12.04.080 (E))

Persons filing the complaint are requested not to release said complaint to anyone other than the City Clerk or his/her designees before the investigation is completed. When the investigation is completed, the complaint will be agendized for a public meeting.

I have read and understood the above policy on the confidentiality of complaints.

(Signature)

(Printed Name)