



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Todd Rydstrom
Deputy Controller

WHISTLEBLOWER PROGRAM COMPLAINT FORM

AUTHORITY: An amendment to the Charter of the City and County of San Francisco (City), passed by San Francisco voters in 2003, instructed the Office of the Controller (Controller) to administer a whistleblower and citizen complaint hotline telephone number and website, and to publicize the hotline and website through public advertising and communications to city employees – San Francisco Charter Appendix F1.107.

PURPOSE: The Controller's Whistleblower Program receives and tracks complaints about deficiencies in the quality and delivery of government services, wasteful and inefficient city government practices, the misuse of government funds, and improper activities by city officers and employees.

OBJECTIVE: The Controller operates the Whistleblower Program and, when appropriate, investigates and attempts to resolve individual complaints.

RETALIATION: No city officer or employee may terminate, demote, suspend or take other similar adverse employment action against any city officer or employee because the officer or employee has in good faith filed a whistleblower complaint. An act of retaliation should be reported immediately to the Ethics Commission, which will investigate any such report.

INSTRUCTIONS: Please enclose the completed form in an envelope marked "Confidential" and mail it to:

Whistleblower Program
1 Dr. Carlton B. Goodlett Place
Room 316
San Francisco, CA 94102

To file your complaint online, go to www.sfgov.org/whistleblower and click on the "Web Form" link on the left side of the page. Each complaint is assigned a unique tracking number and carefully evaluated to determine whether it warrants an investigation. The Whistleblower Program will provide you with your tracking number if you provide us with your contact information.

FEEDBACK: The Office of the Controller's Whistleblower Program is committed to providing quality service to City officers, employees, and members of the public. Please complete our feedback survey at the conclusion of the investigation. Please see the Whistleblower Program web page for more information.

PART I - YOUR INFORMATION

Disclosure – Select One

- Anonymous - If you elect this status, do **NOT** provide your name or other personal identifier
- Consent to Disclosure - I consent to the disclosure of my identity to other City departments and other appropriate governmental agencies outside the Whistleblower Program in order to further investigation of this complaint.
- Non-Consent to Disclosure - I do not consent to disclosure of my identity to other City departments and other appropriate governmental agencies, but I understand that non-disclosure of my identity may hinder the Whistleblower Program's ability to investigate and appropriately address the complaint.

Your Contact Information (Do **NOT** complete if filing anonymously)

First Name: _____

Last Name: _____

Your Status:

- Active/Former City Employee
- Vendor
- Contractor
- Non-City Employee

Street Address: _____

Apt #: _____

City: _____

State: _____

Zip: _____

Email Address: _____

Home Telephone: _____

Best Contact Time:

- Morning
- Afternoon

PART II - ALLEGATION DETAILS

Use this section to provide details of your allegation(s). Please clearly state the subject of your complaint, (applicable City personnel, and/or department affected), and provide names, dates, times, and locations in the applicable fields. Also state how you became aware of the problem, efforts made thus far to correct the problem, and let us know what other offices (including non-City offices) you have contacted for assistance, and if you have outstanding complaints with those offices. If you have supporting documentation or chronologies, it would be helpful to enclose copies of those documents along with your complaint filing.

What is your complaint about? – Select One

- Misuse of City Funds
- Improper Activities by City Officers or Employees
- Quality and Delivery of Government Services
- Wasteful and Inefficient Government Practices
- Other: _____

Subject(s) - Who committed the alleged wrongdoing? What City department or office is involved?

Subject's Status – Select One

- Active/Former City Employee
- Vendor
- Contractor
- Non-City Employee

Subject's First Name: _____

Subject's Last Name: _____

Subject's Department: _____

Allegation Details - Provide a summary of your complaint, to include event chronology if appropriate. Number the allegations. Use additional paper if necessary.

1. What did the subject(s) do or fail to do that was wrong?

2. When did the incident occur?

3. When were you made aware of the problem?

4. Where did the incident take place?

5. What rule, regulation, or law do you believe to have been violated?

6. Briefly summarize how you believe our office can assist you regarding your complaint.

PART III - OTHER ACTIONS YOU ARE TAKING

Have you reported this matter to any other organizations/agencies?:

- Yes
- No

Which Organization / Agency?:

When?

What is the status of that complaint?

- Open
- Under Investigation
- Closed
- Unknown

PART IV – CERTIFICATIONS

Please indicate your responses to the certifications below. If you have any questions about what these certifications mean, do not hesitate to contact the Whistleblower Program at whistleblower@sfgov.org, or 415-554-7469.

- I certify that all of the statements made in this complaint are true, complete, and correct, to the best of my knowledge. I understand that, according to Campaign and Governmental Conduct Code Sec. 4.107(d), in those instances in which the Controller deems appropriate, the Controller may require that persons making complaints or providing information swear to the truth of their statements by taking an oath administered by the Controller, or an agent of the Controller, or through written declarations made under the penalty of perjury under the laws of the State of California.
- I understand that every officer and employee of the City shall keep confidential complaints or reports to the Whistleblower Program and information related to the investigation of the matter, including drafts, notes, preliminary reports, working papers, records of interviews, communications with complainants and witnesses, and any other materials and information gathered or prepared in the course of the investigation, as outlined in Campaign and Governmental Conduct Code Sec. 4.123(a)(ii).
- I understand that the Controller may refer a complaint to a City department for investigation, either before conducting an initial investigation, or after doing so, as outlined in Campaign and Governmental Conduct Code Sec. 4.107(e).