

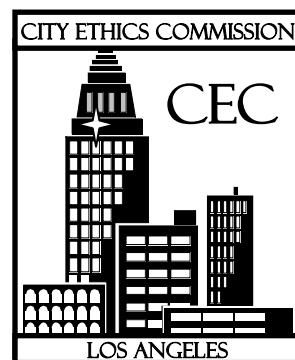
Investigations and Enforcement

◆◆◆ Los Angeles Administrative Code Sections 24.21–24.29

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**Los Angeles Administrative Code
Division 24, Chapter 2
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Investigations and Enforcement Regulations

Los Angeles Administrative Code Division 24, Chapter 2

Added by Ordinance No. 167974, effective 7/08/92.

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Amended in its entirety by Ordinance No. 182907, effective 4/02/14.

Sec. 24.21. Definitions.

- (a) "Commission" means the Los Angeles City Ethics Commission.
 - (b) "Deputy Executive Director" means the Commission staff member who is authorized by the Executive Director to serve as the Commission's executive officer when the Executive Director is absent or otherwise unable to serve.
 - (c) "Director of Enforcement" means the Commission staff member who is in charge of enforcement matters.
 - (d) "Ethics Officer" means a Commission staff member whose City job classification is ethics officer, including but not limited to Ethics Officer I, Ethics Officer II, and Ethics Officer III.
 - (e) "Executive Director" means the Commission's executive officer.
- (b) The Executive Director and the Director of Enforcement may administer oaths and affirmations on behalf of the Commission and may delegate that authority to any Ethics Officer.
 - (c) The Executive Director and the Commission staff may divulge evidence of possible unlawful conduct discovered during an investigation to the following:
 - (1) A government attorney authorized by law to prosecute the unlawful conduct;
 - (2) A government agency with the authority to investigate or enforce laws relating to the unlawful conduct; or
 - (3) A government agency with the authority to discipline City employees for the unlawful conduct.

Sec. 24.22. Authority to Investigate and Refer.

- (a) In connection with Commission investigations and enforcement actions, the Executive Director and the Commission staff may inspect books, records, and electronic data; receive and investigate complaints; administer oaths; certify to official acts; issue subpoenas for the attendance of witnesses or the production of books, accounts, documents, electronic data, or testimony in any relevant inquiry, investigation, hearing, or proceeding.
- (a) A complaint alleges possible violations of state or City laws relating to campaign financing, lobbying, conflicts of interests, or governmental ethics.
 - (1) Any person may file a complaint with Commission staff.
 - (2) Commission staff may internally initiate a complaint based on personal knowledge, an audit, a staff referral, a referral from another government or law enforcement agency, a news article, or another source of

Sec. 24.23. Complaints.

- information that may indicate a possible violation.
- (3) Concerns raised at public meetings or to members of the Commission are not complaints.
 - (4) Complaints are confidential and are not subject to disclosure as required to preserve the confidentiality mandated by Charter Section 706.
- (b) Commission staff will process and review all complaints.
- (c) A complaint is most helpful if it is in writing, is dated by the complainant, and contains the following information with as much detail and specificity as possible and to the best of the complainant's knowledge and belief:
- (1) The name and address of the alleged violator;
 - (2) The provisions of law allegedly violated;
 - (3) Facts evidencing the alleged violations;
 - (4) The names and addresses of potential witnesses; and
 - (5) An address, telephone number, and email address at which the complainant may be reached during normal business hours.
- (d) Based on the information provided in a complaint, Commission staff may do one or more of the following:
- (1) Initiate an investigation of the allegations in the complaint;
 - (2) Refer the complaint or the complainant to another government or law enforcement agency;
 - (3) Take no action for reasons which may include, but are not limited to, the following:
 - (A) The complaint does not contain sufficient facts or information to pursue an investigation;
 - (B) The evidence does not support the allegations;
 - (C) The complaint expresses opinions rather than specific, actionable allegations;
 - (D) The allegations in the complaint have already been disposed of as a result of another complaint or are already under investigation by the Commission or another government or law enforcement agency; or
 - (E) The Commission has no jurisdiction over the allegations in the complaint.

Sec. 24.24. Subpoenas and Subpoenas Duces Tecum.

(a) Issuing Subpoenas.

- (1) The Director of Enforcement may issue subpoenas and *subpoenas duces tecum* on behalf of the Commission. The Director of Enforcement may delegate this authority in writing to any Ethics Officer.
- (2) A subpoena or *subpoena duces tecum* may not be issued unless the Director of Enforcement finds that the person to be subpoenaed or the information to be requested in the *subpoena duces tecum* is material to a specific matter under investigation or subject to enforcement action or that the person or entity to be subpoenaed controls material information.

- (b) **Notice to Consumers.** If a *subpoena duces tecum* seeks the production of either personal or financial records from a third party, notice to the consumer shall be given as required by California Government Code Sections 7460, *et seq.* A consumer who objects to the production of personal or financial records shall file written notice with the custodian of the records and Commission staff at least ten (10) calendar days prior to the production date specified in the *subpoena duces tecum*.
- (c) **Service.** Subpoenas shall be served at least 15 calendar days before the time required for attendance. *Subpoenas duces tecum* shall be served at least 25 calendar days before the time required for attendance or production of the requested documents.
- (d) **Compliance.**
 - (1) If the Director of Enforcement consents, the custodian of records or documents that is the subject of a *subpoena duces tecum* may satisfy the *subpoena duces tecum* by delivering the requested records or documents together with an affidavit in compliance with Section 1561 of the California Evidence Code.
 - (2) If any person refuses to attend or testify or produce any records or documents required by a subpoena or *subpoena duces tecum*, the Executive Director may petition the Los Angeles Superior Court for an order compelling the person to comply with the subpoena or *subpoena duces tecum*.
 - (3) Failure to comply with a subpoena or *subpoena duces tecum* without lawful excuse is both of the following:
 - (A) A violation of these regulations and subject to sanctions under the Los Angeles Administrative Code (LAAC) Section 24.29(e); and
 - (B) A violation of and subject to enforcement under LAAC Section 19.21.
- (e) **Witness Mileage and Fees.** A witness appearing pursuant to a subpoena or a *subpoena duces tecum*, other than a party, is entitled to receive the same mileage and fees allowed by law to a witness in a civil case pending in the Los Angeles Superior Court. This does not apply to officers and employees of the City of Los Angeles. Mileage and fees may be received once the witness has complied with the subpoena or *subpoena duces tecum* and submitted a written request.
- (f) **Objections.**
 - (1) A person served with a subpoena or *subpoena duces tecum* may object to its terms by filing written objections with the Executive Director at least five (5) calendar days before the time required for attendance or production of the requested documents.
 - (2) The Executive Director shall rule on the objections and issue an order in writing at least one (1) calendar day before the time required for attendance or production of the requested records or documents. A petition for judicial review of the Executive Director's ruling must be filed within ten (10) calendar days of the date the ruling is issued.
 - (3) Failure to file timely objections with the Executive Director waives all grounds for any objection.

Sec. 24.25. Preliminary Enforcement Determination.

- (a) Based on a review of the evidence gathered through the course of an investigation, the Director of Enforcement shall determine whether enforcement action should be initiated and whether a referral to another

government or law enforcement agency is appropriate for enforcement or disciplinary purposes.

(b) The Director of Enforcement shall obtain the Executive Director's concurrence prior to initiating enforcement action, making a referral, or closing a case.

- (1) If a referral is made, information gathered by Commission staff in the course of the investigation may be provided to the other government or law enforcement agency.
- (2) A determination that no further action should be taken by Commission staff at that time shall not prevent any other government agency from initiating other enforcement or disciplinary action based on the same allegations and facts.

(c) The Executive Director may determine that a civil action by the Commission is appropriate or may refer the matter to the members of the Commission, who shall consider the matter in closed session and decide whether such an action is appropriate. If the Commission commences a civil action to pursue substantive civil penalties, it may not initiate an administrative enforcement proceeding based on the same allegations against the same respondent.

Sec. 24.26. Probable Cause Determination.

(a) Probable Cause Report.

- (1) The Director of Enforcement must file a written probable cause report with the Executive Director to commence administrative enforcement proceedings.
 - (A) The probable cause report shall identify the alleged violations and contain a summary of law and evidence gathered through the investigation, including

exculpatory and mitigating information of which the staff has knowledge, that is sufficient to justify the issuance of an accusation. The report may include hearsay, including declarations of investigators or others relating to the statements of witnesses or the physical evidence.

(B) After the probable cause report is submitted to the Executive Director, the respondent shall be served with the following:

- (i) A copy of the probable cause report;
- (ii) Notification that the respondent has the right to respond in writing to the probable cause report; and
- (iii) Notification that the respondent has the right to request a probable cause conference, at which the respondent may be present in person and represented by legal counsel or another representative.

(2) A probable cause report may not be served to commence administrative enforcement proceedings more than four years after the date of an alleged violation. This four-year period is tolled for the following periods:

(A) If the respondent engaged in concealment or deceit, for the period of concealment or deceit. Concealment or deceit may occur as part of an alleged violation, such as with money laundering or the falsification of records, or may occur as conduct following a complaint.

(B) If the respondent fails to comply with a subpoena or *subpoena duces tecum*, from the date the compliance was originally required until the date compliance is achieved.

(3) A respondent may submit a written response to the probable cause report.

(A) The response may request a probable cause conference.

(B) A response, including a request for a probable cause conference, must be filed with the Executive Director and served on all other respondents listed in the probable cause report on the same day, and not later than 21 calendar days following service of the probable cause report.

(4) The Director of Enforcement may submit a rebuttal to the response. A rebuttal must be served on the respondents on the same day that it is filed with the Executive Director, and not later than ten (10) calendar days following receipt of the response to the probable cause report.

(b) **Probable Cause Conference.**

(1) If requested by a respondent, a probable cause conference shall be held at a time and location and in a method fixed by the Executive Director.

(A) The probable cause conference shall be conducted informally by the Executive Director. Formal rules of evidence shall not apply.

(B) Notice of the date, time, location, and method of the conference shall be served on each respondent at least 14 calendar days before the conference.

(2) The probable cause conference shall be closed to the public unless a respondent otherwise requests and all other respondents agree to a public conference. If a conference is closed to the public, only Commission staff, respondents, and respondents' legal counsel or representatives have the right to attend.

(3) The Executive Director may allow witnesses to attend and participate in part or all of the probable cause conference, regardless of whether the conference is public. In making this determination, the Executive Director shall consider the relevancy of the proposed testimony, whether the witness has a substantial interest in the proceedings, and whether fairness requires that the witness be allowed to participate.

(4) The probable cause conference shall be recorded.

(A) The Commission shall retain the recording and provide a copy to each respondent.

(B) A respondent may ask that a certified court reporter attend and record the probable cause conference. That respondent shall provide copies of any transcript to the Executive Director and all other respondents. The cost of such a record shall be borne by the respondent requesting the record.

(c) **Probable Cause Determination.**

(1) The Executive Director shall make a written determination regarding probable cause.

(A) The determination shall be based solely on the probable cause report, any responses or

- rebuttals, and any arguments and evidence presented by the parties.
- (B) The Executive Director may find there is probable cause to believe a violation has occurred only if the evidence is sufficient to lead a reasonable person to believe that a violation has been committed and that the respondent committed or caused the violation.
- (C) A finding of probable cause by the Executive Director does not constitute a finding that a violation has actually occurred.
- (D) The Executive Director shall not make a finding of probable cause if he or she is presented with clear and convincing evidence that, prior to the alleged violation, the respondent obtained formal advice under Charter Section 705(b) regarding the same facts, truthfully disclosed all material and pertinent facts, and acted in accordance with the formal advice.
- (2) The Executive Director shall make the determination regarding probable cause within 45 calendar days after the later of the date the probable cause report was served, the date the probable cause conference was held, or the date the last pleading was received if no probable cause conference is held. The Executive Director shall not make a determination regarding probable cause before the respondent's deadline to respond to the probable cause report.
- (3) The Executive Director shall serve notice of the determination regarding probable cause on all respondents and the Director of Enforcement within five (5) calendar days of making the determination.
- (d) **Accusation and Announcement.**
- (1) If the Executive Director determines that probable cause exists, the Director of Enforcement shall prepare an accusation within 14 calendar days of being served with the determination of probable cause.
- (2) The accusation shall clearly specify the provisions of law that were allegedly violated and set forth the acts or omissions with which the respondent is charged.
- (3) The accusation shall be served on the respondent within ten (10) calendar days of being completed.
- (4) The Executive Director shall publicly announce the determination of probable cause no later than ten (10) calendar days after service of the accusation, unless the parties stipulate to the entry of an order under Section 24.27(f)(3)(C) during this time period.
- (A) The announcement shall contain a summary of the allegations and a cautionary statement that the respondent is presumed to be innocent of any violation of the Charter or ordinances unless and until the violation is proved in a subsequent administrative hearing.
- (B) The announcement shall not be made public until all respondents have been served with the accusation.

(e) **Recusal of the Executive Director.**

(1) If the Executive Director determines that he or she will be unavailable, cannot be fair and impartial, or for any other reason should not make the probable cause determination, the probable cause conference shall be conducted by a person selected by the Deputy Executive Director from a list of former Executive Directors, former members of the Commission, and current and former Ethics Officers.

(A) The person selected shall have the same authority as the Executive Director to conduct the probable cause conference and to make the determination of probable cause.

(B) The person selected is subject to the prohibitions in Charter Section 700(d) from the date of selection until the enforcement matter is resolved.

(2) A respondent may seek the recusal of the Executive Director by filing a written recusal request with the Executive Director within ten (10) calendar days after being served with the probable cause report.

(A) The request shall state the reasons why the Executive Director cannot be fair and impartial with respect to a particular matter and should not make the probable cause determination.

(B) The Executive Director shall make a written determination regarding the request and serve the respondent with notice of the determination within seven (7) calendar days.

(C) Failure to file the request with the Executive Director within ten calendar days after being served with the probable cause report waives all grounds for recusal.

(D) A petition for judicial review of a determination concerning recusal of the Executive Director must be filed with a court within ten (10) calendar days following the date of notice of the determination.

(E) If the request is granted, the probable cause conference shall be conducted in the same manner as under paragraph (1).

(f) The Executive Director may extend the time limits in this section for good cause.

(g) The Executive Director may permit or request any party to file additional material related to a probable cause determination and may specify a reasonable deadline for the filing.

Sec. 24.27. Administrative Hearings.

(a) **Hearing Officer.**

(1) After an accusation has been issued, the Director of Enforcement shall present to the members of the Commission the following options from which the members must select an administrative hearing officer:

(A) The members of the Commission may sit as the hearing officer, either with or without an individual hearing officer presiding;

(B) The members of the Commission may select an individual, who may be one member of the Commission, to sit as the hearing officer.

(2) If they elect to use an individual hearing officer, the members of the

Commission shall appoint the individual. However, if they elect to use an individual hearing officer provided by an outside entity, that entity shall appoint the individual.

- (3) The members of the Commission shall appoint an individual, who may be the individual hearing officer or a member of the Commission, to decide preliminary hearing matters and requests for reconsideration under Subsection (e). However, if the individual hearing officer is provided by an outside entity, that entity shall appoint the individual. The same individual may be appointed to decide both preliminary hearing matters and requests for reconsideration.

(b) **Scheduling and Notice.**

- (1) The hearing officer shall schedule the administrative hearing and shall serve notice of the hearing on all respondents at least 21 calendar days prior to the scheduled hearing. If the hearing officer is one or more members of the Commission, the Executive Director may provide notice.
- (2) The notice shall be in substantially the following form, but may contain additional information:

“A hearing regarding the charges made in the accusation against you will be held before the Los Angeles City Ethics Commission (or [name of individual hearing officer]) at [time] on [date], at [location]. You may be present at the hearing, may be represented by counsel, may present any relevant evidence, and will be given a full opportunity to cross-examine all witnesses testifying against you. You may request the issuance of subpoenas to compel the attendance of witnesses or the production of documents and records by applying in

writing to the Commission (or [name of individual hearing officer]).”

(c) **Discovery.**

- (1) The parties shall be entitled to pre-hearing discovery of relevant, non-privileged records that are not confidential pursuant to City Charter Section 706.
- (2) The person designated by the members of the Commission to resolve preliminary hearing matters shall resolve discovery disputes.
- (3) The hearing officer may issue subpoenas and *subpoenas duces tecum* upon the request of any party.
 - (A) A party seeking a subpoena shall file a written request with the Executive Director, who shall promptly forward the request to the hearing officer.
 - (B) A request for a subpoena shall be accompanied by a declaration specifying the name and address of the witness and setting forth the materiality of the witness’s testimony.
 - (C) A request for a *subpoena duces tecum* shall identify the requested documents or records with specificity, set forth the materiality of the items, and state that the witness possesses or controls the items.
 - (D) The hearing officer may deny a request after considering the relevancy of the evidence, privileges and confidentiality, the potential for the request to be unduly burdensome, and the overall interests of justice.
 - (E) The provisions of Section 24.24 apply, except that the Director of

Enforcement's role shall be conducted by the hearing officer.

- (F) The costs of a subpoena or *subpoena duces tecum* shall be borne by the party requesting it.

(d) **Administrative Hearing Brief.**

- (1) The Director of Enforcement shall and any respondent may file with the hearing officer an administrative hearing brief that outlines significant legal arguments and evidence to be presented at the hearing.
- (2) Briefs shall not exceed 25 pages in length, except by permission of the hearing officer and by a showing of good cause.
- (3) Briefs shall be filed with the hearing officer and all other parties to the administrative hearing at least seven (7) calendar days prior to the hearing.
- (4) An opposing party may file a written response to a brief. The response may not exceed 10 pages in length except by permission of the hearing officer and by a showing of good cause. The response must be filed with the hearing officer and all other parties to the administrative hearing at least two (2) calendar days prior to the hearing.

(e) **Hearing on Preliminary Matters.**

- (1) The Director of Enforcement or any respondent may request a hearing on preliminary matters prior to the hearing on the merits. Preliminary matters may include, but are not limited to, the following:
 - (A) Procedural questions;
 - (B) The validity or interpretation of the applicable laws;

- (C) The disqualification of a member of the Commission from participating as a hearing officer;
- (D) Discovery; and
- (E) Any other matter not related to the truth or falsity of the factual allegations in the accusation.

- (2) Motions requesting a hearing on preliminary matters and on the matters themselves shall be filed at least 14 calendar days prior to the hearing on the merits. The preliminary hearing shall be conducted by the individual appointed to decide preliminary hearing matters under Subsection (a)(3).

- (3) Any party may file a written request for reconsideration regarding any decision on preliminary matters with the individual appointed to decide requests for reconsideration under Subsection (a)(3).

- (A) The request shall set forth the reasons for the request and any supporting legal arguments and affidavits.
- (B) The request shall be filed at least seven (7) calendar days prior to the administrative hearing on the merits.

- (C) The individual appointed to decide requests for reconsideration, in the individual's discretion, may either reconsider a decision regarding a preliminary matter on its merits or deny a request for reconsideration. The individual need not determine whether a decision on preliminary matters was correct and need not give reasons for denying a request. The individual shall make a ruling and serve notice of the ruling on

all parties within five (5) calendar days of making the ruling.

(f) **Hearing on the Merits.**

(1) **Procedural Issues.**

- (A) Any member of the Commission, the Executive Director, the secretary of the Commission, or an individual hearing officer may administer oaths and affirmations for an administrative hearing.
- (B) All relevant, non-privileged evidence may be admissible in the administrative hearing.
 - (i) All parties shall have the right to call and examine witnesses under oath or affirmation, to introduce exhibits, to cross-examine opposing witnesses on any relevant matter even if that matter was not covered in direct examination, to impeach any witness, and to rebut evidence presented against the party.
 - (ii) Evidence may be excluded if its probative value is substantially outweighed by the probability that it will result in the undue consumption of time.
 - (iii) The hearing officer shall rule on procedural matters and on the admission and exclusion of evidence.
- (C) The hearing shall be recorded, and the recording shall be provided to the Commission. The Commission shall retain the recording and provide a copy to each respondent.

- (D) A respondent may ask that a certified court reporter or translator attend and record the hearing. The costs of such services shall be borne by the respondent requesting them. A respondent who uses a court reporter shall provide copies of any transcript to the Commission and all other parties.
- (E) Each party shall be allowed oral argument of no more than 20 minutes.
- (F) The hearing officer may extend the time limits in this section for good cause.

(2) **Findings.**

- (A) Determinations regarding findings, orders, and penalties shall be made by the members of the Commission based on a preponderance of the evidence.
 - (i) The votes of at least three members are required to find a violation, impose an order, or remand the case to an individual hearing officer.
 - (ii) Each member who participates in the determination shall certify that he or she either heard the testimony either in person or reviewed the entire record of the proceedings.
- (B) When an individual hearing officer alone hears a case, he or she shall make an initial determination as to whether a violation occurred and shall recommend a proposed order.

- (i) The individual hearing officer shall provide a written report that contains proposed findings of fact, conclusions of law, and a summary of the evidence supporting each finding. Copies of the hearing officer's report shall be filed with the Executive Director and each respondent. The Executive director shall provide copies to the members of the Commission.
 - (ii) Within seven (7) calendar days of the date the report is filed with the Executive Director, any party may file a brief of no more than 15 pages in response to the report.
 - (iii) The members of the Commission shall consider the individual hearing officer's determination and recommendation. Based on the individual hearing officer's report and the record of the proceedings, the members of the Commission shall make a final determination concerning whether a violation has occurred and impose an order.
 - (iv) If the members of the Commission determine that the individual hearing officer's report and the record of the proceedings are not sufficient to enable them to make a determination concerning whether a violation has occurred, they may remand the case to the individual hearing officer who heard the case or to a new hearing officer, with instructions for further proceedings.
- (C) A determination by the members of the Commission that a violation occurred shall be supported by the relevant facts and laws, shall be based on the entire record of the proceedings, and may be written or verbally entered into the record.
- (3) Orders and Penalties.**
- (A) In framing a proposed order or penalty, the hearing officer shall consider the relevant circumstances surrounding the case, including, but not limited to, the following:
 - (i) The severity of the violation;
 - (ii) The presence or absence of any intention to conceal, deceive, or mislead;
 - (iii) Whether the violation was deliberate, negligent, or inadvertent;
 - (iv) Whether the violator demonstrated good faith by consulting the Commission staff in a manner not constituting a complete defense under Charter Section 705;
 - (v) Whether the violation was an isolated incident or part of a pattern, and whether the violator has a prior record of violations of the laws within the Commission's jurisdiction;
 - (vi) The degree to which the violator cooperated with

- Commission staff in order to provide full disclosure, remedy a violation, or cooperate voluntarily with an investigation; and
- (vii) The overall interests of justice.
- (B) Following the finding of a violation, the members of the Commission shall issue a written order that includes a summary of facts and the conclusions of law and, after considering the relevant circumstances in paragraph (A), may impose penalties consistent with Charter Section 706(c). If the members of the Commission verbally enter the order into the record, they shall direct staff to prepare a written order consistent with the verbal entry.
- (C) At any time before or during an administrative hearing or in lieu of such a hearing, the Director of Enforcement and any respondent may stipulate to the entry of an order.
- (i) A stipulated order shall set forth the pertinent facts and may include an agreement as to anything that could be ordered by the members of the Commission.
 - (ii) A stipulated order may resolve the violation only or both the violation and the penalty.
 - (iii) A stipulated order has the full force of an order issued under paragraph (B) when it is approved by the members of the Commission.
- (iv) An agreement regarding a stipulated order suspends further procedural requirements regarding a probable cause hearing or an administrative hearing for that enforcement matter and tolls the statute of limitations.
- (D) Enforcement orders shall be announced publicly.

Sec. 24.28. Default Proceedings.

- (a) If a respondent fails to timely respond or file a defense to a probable cause report or pleadings in an administrative hearing, the Director of Enforcement may pursue a default order.
 - (1) The Director of Enforcement shall serve the respondent with notice and a copy of the proposed default order, which must include a summary of facts and evidence and the conclusions of law, at least 15 calendar days before the proposed order is heard by the members of the Commission.
 - (2) The Director of Enforcement shall serve a copy of the proposed default order on the members of the Commission at least six (6) calendar days before the proposed order is heard.
- (b) The respondent may file a written response to the proposed default order at least three (3) calendar days before the proposed order is heard.
- (c) If the members of the Commission approve the default order, the Director of Enforcement shall make a reasonable effort to serve the respondent with notice and a copy of the signed order within seven (7) calendar days of the date the default order is signed.

- (d) The respondent may file a written motion requesting that a default order be vacated and stating the reasons relief should be granted. The motion must be filed with the Executive Director within 15 calendar days after the default order is signed.
 - (1) On a showing of good cause, the members of the Commission, in their discretion, may vacate the default order and either grant an administrative hearing or approve a stipulated order.
 - (2) A motion to vacate a default order is the only administrative remedy available to a respondent after entry of a default order.

named person's designated agent for service of process.

- (i) When delivered to an office, the document must be left with a clerk, with an individual in charge of the office, or in a conspicuous place in the office.
- (ii) When delivered to the named person's residence, the document must be left with an individual of suitable age and discretion who resides there.

(B) Service by mail is complete upon mailing.

(C) Service by another method is complete when the criteria agreed upon by the parties have been met.

Sec. 24.29. General Provisions.

(a) **Service.**

- (1) Service may be made in the following ways:
 - (A) Personally, by any individual who is not a party to the matter and is at least 18 years of age, including any Commission employee other than the Executive Director or the Director of Enforcement;
 - (B) By first-class, certified, registered, or overnight mail; or
 - (C) By another method agreed upon by the parties, such as electronic mail.
- (2) Service is completed in the following ways:
 - (A) Personal service is complete when a copy of the document is delivered to the named person at the named person's residence or office, the office of the named person's attorney, or the office of

(b) **Filings.** A filing is complete when the document or complaint is received by the party to whom it must be submitted.

(c) **Confidentiality.**

- (1) Unless they are deemed public by another provision of these regulations, records and information relating to an enforcement matter are confidential and not subject to disclosure as required to preserve the confidentiality mandated by Charter Section 706.
- (2) Records and information may be disclosed to a respondent, an individual designated in writing by a respondent as the respondent's counsel or representative, a witness, a court, a prosecution or law enforcement agency, or otherwise as necessary to conduct an investigation.
- (3) Commission staff may periodically report the number and types of enforcement cases, as well as other

statistical enforcement data, to the members of the Commission.

(d) **Cooperation.** All City agencies, employees, and officials shall cooperate with Commission investigations.

(e) **Sanctions.**

(1) A person is subject to contempt sanctions for any of the following:

(A) Disobeying or resisting a lawful order of the Commission or the hearing officer without substantial justification.

(B) Failing or refusing to comply with a lawful discovery order, subpoena, or *subpoena duces tecum* without substantial justification.

(C) Refusing to take the oath or affirmation as a witness or, after doing so, refusing to be examined.

(D) Engaging in disorderly, contemptuous, or insolent behavior toward the hearing officer during the hearing.

(E) Breaching the peace or engaging in boisterous or violent conduct during the hearing.

(F) Unlawfully obstructing, interrupting, or interfering with the hearing.

(2) The hearing officer or Director of Enforcement may request that the superior court impose contempt sanctions.

(A) The hearing officer or Director of Enforcement shall certify the facts that justify a contempt sanction.

(B) The superior court may issue an order directing the person to appear at a specified time and place and show cause why the person should not be punished for contempt.

(C) The court order and the certified statement shall be served on the person. Upon service, the superior court has jurisdiction over the contempt matter.

(D) The same procedures apply and the same penalties may be imposed as if the person had committed contempt in the trial of a civil action before the superior court.

(f) **Deadlines.** If a deadline identified in this chapter falls on a City holiday, a Saturday, or a Sunday, the deadline shall be moved to the next business day.

(g) **Public Meetings.** When the members of the Commission must act as a body, the action must be taken at a public meeting.