

## THE WHISTLEBLOWER PROGRAM

The Ethics Commission is authorized to investigate violations of:

- **The City's Campaign Laws**
- **The Municipal Lobbying Ordinance**
- **Conflict of Interest Laws**
- **The Governmental Ethics Ordinance**, which prohibits the use of City position or resources for private benefit; governs the disclosure of economic interests by specified City employees; and imposes certain restrictions on gifts, outside income and future employment for City employees.

These laws apply to City of Los Angeles (not Los Angeles County) officials, employees, agencies, candidates, campaign contributors and lobbyists.

### IMPORTANT NOTE

If you have questions about the above laws, please contact an Ethics Commission analyst at (213) 978-1960 or visit our Web site at <http://ethics.lacity.org> for more details.

Complaints concerning matters subject to Civil Service or Personnel Rules (i.e., hiring practices, grievances, workers' compensation, discrimination) will be referred to the appropriate investigative agency.

Not all activities that seem "unethical" constitute an actual violation of law but may be a violation of a City department's internal policy. If this is the case with your complaint, the information you provide will be forwarded to the proper agency.

## HOW TO FILE A COMPLAINT

You may file your complaint with the Ethics Commission through our 24-hour telephone hotline or in writing by mail, fax, or via our Web site.

### ALL INFORMATION YOU GIVE WILL REMAIN CONFIDENTIAL

YOU DO NOT HAVE TO LEAVE YOUR NAME. Whether you identify yourself or not, you are encouraged (but NOT required) to provide your telephone number in case additional information is needed.

### THE 24-HOUR WHISTLEBLOWER HOTLINE

**1-800-824-4825**

Call this number day or night to file your complaint. Please be sure to give as much detail as possible: A description of the incident including date and time; the name of the person and/or City department involved; the names of potential witnesses; and any other relevant information to support the allegation.

You may submit your complaint to the Ethics Commission in writing using a complaint form provided by the Ethics Commission or by writing/typing legibly on regular paper. Complaints may also be filed online using our Web site at <http://ethics.lacity.org>. Please include a description of the incident including date and time; the name of the person involved; their title and/or City department; the law(s) violated; and the names and addresses of witnesses. You may include your name, address and telephone number if you wish.

Mail or fax your complaint to:

The City Ethics Commission-Enforcement  
200 N. Spring St.  
City Hall – 24<sup>th</sup> Fl.  
Los Angeles, CA 90012  
FAX (213) 978-1988

## AFTER FILING YOUR COMPLAINT...

You will not be contacted by the Ethics Commission unless more information is needed.

Information about the status of your complaint is NOT released to anyone (including the person who made the complaint) until the matter is closed.

When the investigation has concluded and the matter is closed, you may call the Ethics Commission at (213) 978-1960 to inquire about the outcome of the investigation.

Please keep in mind that it generally takes 30-90 days for a complaint to be processed and investigated.

You are protected by City law from retaliation against you for reporting wrongdoing.

All matters under the Ethics Commission's jurisdiction (see inside left page) are promptly investigated when a reasonable amount of information is provided.

YOU ARE NOT REQUIRED TO PROVIDE YOUR NAME WHEN FILING A COMPLAINT. However, the Ethics Commission has no obligation to investigate or respond to any complaint that is not verified under penalty of perjury (Los Angeles Administrative Code Sec. 24.1.2(a)(2)).

### VISIT OUR WEB SITE [WWW.LACITY.ORG/ETH](http://WWW.LACITY.ORG/ETH)

For information about the City Ethics Commission, its programs, or the laws discussed here.

**All information provided to the Whistleblower  
Hotline will remain *strictly* confidential**

Your complaint can be made anonymously.

If you are a City employee, you are protected by City law from retaliation against you for blowing the whistle.

The Ethics Commission will not confirm or deny the existence of any pending investigation.

***Sample Whistleblower Complaints...***

City employees were alleged to have used fraudulent Social Security numbers to collect additional paychecks. Subsequently, charges were filed and restitution demanded.

An individual alleged to be acting as a lobbyist was not registered with the Ethics Commission as required by law. The individual was compelled to register as a lobbyist and disclose information to the public about his/her lobbying activity.

A City department employee allegedly directed that City supplies be delivered to a private residence. The charge was substantiated and full restitution demanded.

**Los Angeles  
City Ethics Commission**

200 North Spring Street  
City Hall 24<sup>th</sup> Floor  
Los Angeles, CA 90012  
(213) 978-1960  
(213) 978-2609 - TTY  
FAX (213) 978-1988  
<http://ethics.lacity.org>

“ Los Angeles ”

**City Ethics Commission**

*Revised January 2002*

**WHISTLEBLOWER  
HOTLINE**

**1-800-824-4825**

Call to Report:

**Violations of City Campaign Laws or the  
Municipal Lobbying Ordinance**

**The Use of City Position or Resources for Private  
Benefit or Personal Financial Gain**

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You Can Help Preserve the  
Public's Trust in City Government