

South San Francisco Commission on Equity and Public Safety

The South San Francisco Commission on Equity and Public Safety provides an alternative channel for members of the public to share a concern about employee compliance with City regulations and policy. Residents may also share commendable actions by City personnel.

The Commission refers complaints to the City's Human Resources Department. The Commission does not investigate complaints received. In consultation with the City Attorney's Office, the Human Resources Department will determine the appropriate form of investigation and assign an investigator.

The complaint and investigation process respect the rights of both complainants and the City personnel who is the subject of the complaint, and complies with applicable federal and state law, including California laws governing general law cities and Government Code section 3300 et seq., and bargaining agreements.

Your information will be kept confidential, and the City may need to contact you to get more information regarding your complaint. However, you may decline to list your name if you wish to remain anonymous.

This form asks for demographic information about you only for the Commission to collect data on which populations are registering complaints and for the purposes of addressing equity issues in our community. It is optional to fill out and will not be used to process or handle the complaint.

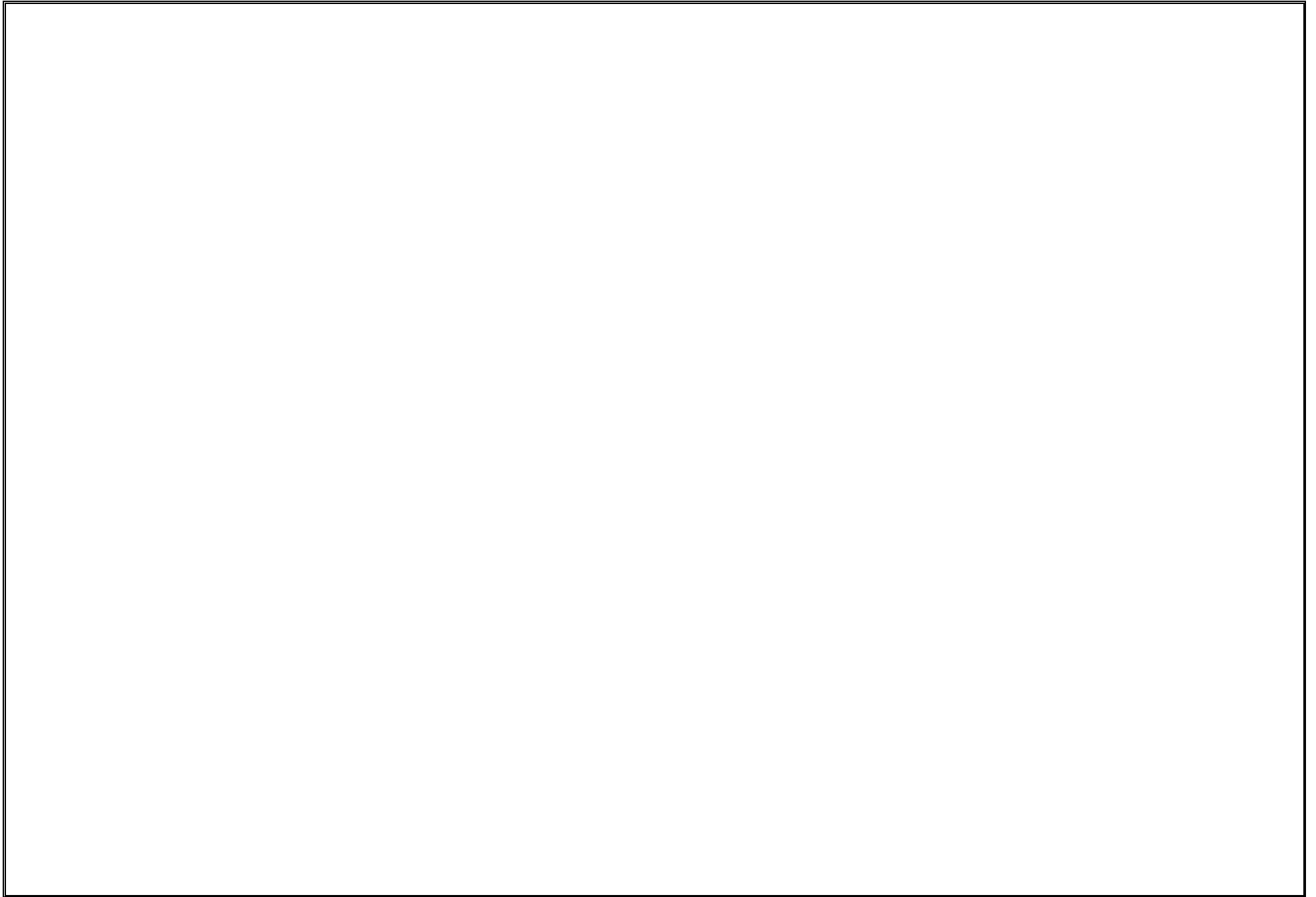
For complaints made to the Commission on Equity and Public Safety, the Commission may receive updates only on the assignment of a complaint to an investigator and the identity of the investigator, investigation completion date, and whether the complaint was substantiated. Confidential personnel information will not be shared.

The foregoing process does not alter existing procedures relating to filing complaints with the City. Complaints made by City personnel related to matters within the course of employment shall be made in accordance with the City's existing policies and procedures.

You may also make a report in person by attending a monthly meeting of the Commission on Equity and Public Safety. Meetings are every third Monday of the month from 6:00 to 8:00 PM, and are open to the public. For more information on meetings, see <https://www.ssf.net/government/boards-commissions>. You can also find agendas at <https://ci-ssf-ca.legistar.com/Calendar.aspx>.

If you choose to make your complaint online only, please complete this form and email to the Staff Liaison for the Commission on Equity and Public Safety, at ssfracialsequality@ssf.net.

COMPLAINT REPORT			
			FILE NO. (OFFICE USE ONLY) _____
PRINT YOUR NAME		TODAY'S DATE	
ADDRESS: NO. AND STREET	CITY	ZIP	TELEPHONE NO.
EMAIL ADDRESS			
DEMOGRAPHIC INFORMATION: THIS SECTION OF THE COMPLAINT FORM ONLY COLLECTS OPTIONAL DEMOGRAPHIC INFORMATION THAT YOU MAY CHOOSE TO PROVIDE. THIS INFORMATION WILL NOT BE USED TO PROCESS OR HANDLE THE COMPLAINT. ALL INFORMATION PERTINENT TO YOUR COMPLAINT MUST BE PROVIDED IN THE SECTIONS ABOVE AND BELOW.			
RACE/ETHNICITY (OPTIONAL)	AGE (OPTIONAL)	DO YOU HAVE A DISABILITY? PLEASE LIST (OPTIONAL)	
GENDER (OPTIONAL)		SEXUAL ORIENTATION (OPTIONAL)	
DETAILS ON THE COMPLAINT			
DAY AND DATE OF INCIDENT		TIME OF INCIDENT	
LOCATION OF INCIDENT			
PRINT NAMES OF ANY WITNESSES, THEIR TELEPHONE NUMBERS AND EMAIL ADDRESSES (IF KNOWN)			
IF A POLICE OFFICER WAS INVOLVED, PRINT THE NAME, BADGE NUMBER AND CAR NUMBER OF POLICE PERSONNEL INVOLVED (IF KNOWN)			
ARE YOU ALLEGING THAT YOUR RACE OR IDENTITY WAS A FACTOR IN HOW YOU WERE TREATED OR WHAT YOU EXPERIENCED?			
WOULD YOU LIKE YOUR COMPLAINT TO BE READ INTO THE RECORD AT PUBLIC COMMENT IN THE NEXT MEETING?			YES
PRINT THE NATURE OF COMPLAINT, OPINION, SUGGESTION/RECOMMENDATION, PROVIDING AS MUCH DETAIL AS POSSIBLE. ATTACH ADDITIONAL SHEETS, IF NECESSARY.			
<input type="checkbox"/> CONTINUED		SIGNATURE _____	



Return Address

Place
Stamp
Here

**Staff Liaison
Commission on Equity and Public Safety
400 Grand Avenue
South San Francisco, CA 94080**

CONFIDENTIAL