Ben Rosenfield Controller

Monique Zmuda Deputy Controller

WHAT IS THE OFFICE OF THE CONTROLLER'S WHISTLEBLOWER PROGRAM?

San Francisco Charter Appendix F1.107 directs the Office of the Controller to administer a whistleblower program and investigate complaints concerning the following:

- Deficiencies in the quality and delivery of city government services.
- Wasteful and inefficient city government practices.
- Misuse of city government funds.
- Improper activities by city government officers and employees.

For more information, please review the Whistleblower Program's Frequently Asked Questions page.

WHAT TO REPORT

Examples of complaints investigated by the Whistleblower Program include:

- Misuse of city property, including money, equipment, supplies, and/or other materials.
- Improper expense reimbursements to employees or contractors.
- Serious abuse of city time such as significant unauthorized time away from work or significant use of city time for personal business.

HOW TO REPORT

- Online Complete the complaint form.
- <u>Telephone</u> Call the 311 Customer Service Center (TTY: 415-701-2323). If outside the 415 area code, call 415-701-2311. Tell the operator that you wish to file a whistleblower complaint.
- In person Go to 1 Dr. Carlton B. Goodlett Place, Room 316, San Francisco, CA 94102.
- Mail Send your complaint to Office of the Controller, Attention: Whistleblower Program,
 1 Dr. Carlton B. Goodlett Place, Room 316, San Francisco, CA 94102.
- <u>E-mail</u> Send your complaint to <u>whistleblower@sfgov.org</u>. Clearly indicate in your e-mail that you wish to file a whistleblower complaint.

INVESTIGATION OF COMPLAINTS

Complaints within the Whistleblower Program's jurisdiction are assigned unique complaint tracking numbers. You can use this tracking number to check the status of your complaint online.

Whistleblower Program staff will evaluate your complaint and determine if the matter warrants further inquiry. Allegations that, even if true, appear immaterial or insignificant from a monetary or operational standpoint, may be referred to the city department involved in the allegation for investigation and response.

WHISTLEBLOWER PROTECTIONS

No city officer or employee may terminate, demote, suspend or take other similar adverse employment action against any city officer or employee because that person in good faith filed a complaint with the Controller's Whistleblower Program or provided or cooperated with an investigation (San Francisco Campaign and Governmental Conduct Code, Article 4.115).

If you believe that you have been retaliated against for disclosing an improper governmental activity, you should report this to the Ethics Commission by calling (415) 252-3100.