

A Complaint is received by Ethics and Good Government ("EGG") Counselor
(via hotline, anonymous tip, letter, email, etc.)

EGG investigators do intake and preliminary fact finding for referral as follows:

(1) If complaint is a personnel or City operations complaint **within the administrative service**, then EGG refers the complaint as required for investigation and resolution in accordance with City rules and personnel policies:

- City Manager's Office
- City Solicitor's Office
- Human Resources (labor and employment)
- Finance Department
- Citizen Complaint Authority
- Internal Audit

(2) If complaint triggers **jurisdiction of another agency/authority**, then EGG refers to other authority for investigation and resolution:

- Ohio Ethics Commission
- Ohio Elections Commission
- Cincinnati Elections Commission
- Law Enforcement (FBI/CPD)

(3) If complaint alleges a violation of **code of conduct** by an elected official, then:

- Step 1: EGG basic fact finding including communication with elected official(s) named in complaint and persons making allegations, if possible
- Step 2: EGG reports basic facts of complaint to council committee within set period of time (e.g., 14 days)
- Step 3: Council committee or Council as a whole may request additional investigation and findings by EGG
- Step 4: If requested, EGG investigates and submit detailed findings to Council
- Step 5: Majority of Council may censure Elected Official at public meeting