

Commissioner of Political Practices Policies and Procedures

Office Management Policy 2.1

Dissemination of Formal Complaints and Decisions

Adopted 6/29/99

Revised 2/1/00; 3/13/02; 1/30/04; 6/24/08; 3/15/17

Policy

When a complaint of an alleged violation of campaign finance and practices or lobbying law or rules is received and accepted, the Commissioner must, within five days after receipt of the complaint, acknowledge its receipt and transmit a copy to the alleged violator. Once received, a complaint becomes a “public document” and is immediately available.

Following an investigation of a complaint filed with this office, a statement of facts and summary of findings is issued. This decision becomes a “public document” and is available once it has been signed. On the day a decision is signed, the complainant and the respondent each are sent a copy of the decision.

While the Commissioner is obligated to make the decision available to the public, there is no legal obligation to notify others that a decision has been made on a formal complaint; however, the Commissioner believes there is an obligation to the public to facilitate the availability of public information. The Commissioner has determined it is preferable that the parties in interest are sent copies of decisions and that public notice of the availability of the decisions normally be issued the following day.

The procedure set forth below is intended to ensure, to the extent possible, that the parties in interest are in receipt of a copy of the decision concurrently. Notification of the news media will normally lag by one day so that the parties in interest have a reasonable opportunity to see the decision prior to being contacted by news reporters and the public.

Procedure

- A media notification list will be maintained, and updated as warranted.
- Upon the issuance of a decision by the Commissioner to a formal complaint, copies will be sent to the parties in interest.
- One day following the issuance of a decision, the media will be advised electronically, using email addresses that have been provided. In addition, the Decision will be posted to the COPP website.
- Some Decisions will be issued when time is short (such as during the last two weeks of a campaign cycle). In this situation, the Decision will be released simultaneously to the parties, the press, and the public.