

# Frequently Asked Questions

## How do I file a Complaint?

You may file your complaint by calling **(916) 327-3600** or by writing to:

**Department of Transportation  
Audits and Investigations, M.S. 2  
Attention: Investigations Unit  
P.O. Box 942874  
Sacramento, CA 94274-0001**

## What documentations are required to initiate an investigation?

Documentation Required to Initiate an Investigation should include, but is not limited to, the following:

- Detailed explanation of the alleged violation(s), citing the specific instance(s) of wrongdoing
- Complete name of the Complainant(s), Respondent(s) and Witness(es)
- Telephone number(s)
- Address(es) and/or work assignment location
- Position / Title, Direct Superior
- Specific date(s) of alleged instances of wrongdoing
- Specific location(s) of alleged actions (department, division, address, city, etc.)
- Copies of all available written evidence and/or location of such evidence

Anonymous Complaints - We will accept anonymous complaints. However, in investigating complaints that are filed anonymously, it is usually more difficult to obtain evidence to predicate the alleged allegation(s), if needed details are not provided initially by the Complainant. If you file your complaint anonymously, be sure to provide all available specific and relevant information as indicated above. Alternatively, you may chose to identify yourself to A&I by providing a contact phone number and/or address only, so that you may be contacted for additional information if necessary.

## **What types of complaints are not investigated by A & I?**

- Adverse Action
- Rejection During Probation
- Medical Termination / Demotion Transfer
- Constructive Medical Termination
- Non-punitive Termination / Demotion / Transfer / License Registration / Revocation
- Termination of Limited Term / Seasonal / Temporary Authorization (TAU) Appointment (Liberty Interest / Name-Clearing Hearing)
- Termination of Limited Examination and Appointment Program (LEAP)
- Termination of Career Executive Assignment (CEA) Appointment
- Termination / Automatic Resignation of Permanent Intermittent Employees
- Discrimination Complaints
- Request to File Charges
- Examination Appeal
- Denial of Request for Reasonable Accommodation
- Request to Test - Dismissed Employee
- Retaliation Complaint
- Merit Issue Complaint
- Withhold from Certification
- Voided Appointment
- Pre-Employment Medical / Psychological Disqualification
- Failure of pre-employment Drug Test
- Out-of-Class Claim (Examination)

- Petition of Rehearing
- Worker's Compensation
- Grievances or other issues under collective bargaining
- Non-discriminatory harassment or unpleasant working conditions
- Workplace violence or other safety concerns
- Issues for which the Department is already involved in active litigation  
**A&I does not have investigative jurisdiction over local or federal agencies or private citizens. However, we do have jurisdiction over companies contracting with Caltrans if specified in the contract.**