

SAFE Ethics Committee
Process for Review of Complaint

It is the goal of SAFE to provide instruction, leadership, guidance, and accountability for all members. In doing so, SAFE raises the expectation of what it means to serve in the judicial system in guaranteeing the rights of every citizen, and do no harm. The SAFE Code of Ethics sets forth a standard of conduct for all members of the organization to faithfully follow. Every member shall be held to the same high standard of professional conduct without prejudice.

In the event a member witnesses or experiences a breach of the SAFE code of ethics by a fellow member, a procedure has been set in place to allow that person to lodge a complaint with the Ethics committee. The complainant may be assured that the matter will be addressed in a timely manner, and fair and appropriate action will be taken. The procedure is as follows:

1. Committee Chair receives a written complaint using the SAFE complaint form.
2. Chair acknowledges receipt of complaint to reporting member.
3. Subject member named in complaint is notified by email with a copy of the complaint attached.
4. Supporting documentation is requested from the complainant and reviewed.
5. The committee reviews the completed file and conducts interviews if necessary.
6. Chair assigns the investigation to a committee member if necessary. That person meets with committee to review the facts of the report.
7. Committee determines whether the complaint has merit. If not, the Chair issues letter of resolution to both complainant and accused.
8. If the report has merit, actions to remedy or rehabilitate accused member are considered. Possible actions include:
 - Acknowledgment of responsibility in writing, with a pledge to undertake remedial actions and avoid recurrence of the offense(s).
 - Agreement to comply with SAFE's code of ethics and other responsibilities of membership.
 - Probationary period assigned.
 - If refusal to comply with remedial measures, resignation of membership is requested.
 - Involuntary termination of membership.
9. Chair presents suggested resolution to reporting member, who acknowledges and signs agreement.
10. If the offending member desires to remain a member in good standing, and agrees to a good faith effort to rehabilitate him/herself, the member shall agree to fully correct the offending behavior for the benefit of all parties.
11. Refusal to comply with the recommendations for rehabilitation and failure to correct the offending behavior will result in the SAFE BOD requesting the member's resignation.
12. Refusal to offer resignation shall result in the immediate termination of membership without notice.