

May be used to summarize complaint information for entry of required fields into the DCTS.

**Open New Case-Details Subtab**

Complaint Received On: \_\_\_\_\_ Department: \_\_\_\_\_

Case Type: ☐ Internal ☐ Anonymous ☐ DFEH ☐ EEOC ☐ Management Inquiry ☐ Other

Case Accepted? ☐ Yes ☐ No If No, Reason Not Accepted: \_\_\_\_\_

Incident Occurred on or About  
(if multiple incidents, date of most recent): \_\_\_\_\_ ☐ Date Unknown

Complaint Summary:

Assigned Investigator: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

**Complaint(s)**

Complaint Type	Protected Category	Outcome
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Parties**

**Complainant** Name: \_\_\_\_\_ Type: \_\_\_\_\_

**Respondent** Name: \_\_\_\_\_ Type: \_\_\_\_\_

**File Uploads**

**Complaint Document**

**Final Report**

Document Name: \_\_\_\_\_ Document Name: \_\_\_\_\_

**Details Subtab-Other Required Fields**

Investigation Completion Date: \_\_\_\_\_ Acknowledge Uploading: ☒ Complaint Document ☒ Final Report

**Approval Process and Case Closure**

EEO Officer/Manager- Click Close Case button or change Status to Closed.

EEO Investigator- Click the Submit for Approval button and the approval process will begin.