

## MODEL ETHICS COMPLAINT FORM

(This Complaint form should be filed with the Clerk of the local unit.)

Any person may file a Complaint if he or she has information that a public officer or employee has violated the Ethics Ordinance. It is not enough to merely allege that a public officer or employee has acted improperly. A Complaint must contain credible information supporting the allegation(s) that one or more of the Standards of Conduct contained in the Ethics Ordinance have been violated.

This Form is not required, but its use is encouraged as a Complaint must be in writing and verified by oath or affirmation. A Complaint must be filed with the Clerk within **[number of years to be determined by the unit's governing body]** years of the date the offense is alleged to have occurred. A Complaint is deemed filed upon receipt by the Clerk.

Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Public officer/employee subject to complaint (i.e. Respondent): \_\_\_\_\_

Public position held by Respondent: \_\_\_\_\_

Approximate date of alleged violation(s): \_\_\_\_\_

Description of conduct by Respondent and section of Ethics Ordinance alleged to have been violated:

---

---

---

---

---

---

---

---

---

---