

ETHICS COMPLAINT



Send original completed form to:

Board of Selectman
Town of Essex
29 West Avenue
Essex, CT 06426

Date:
Recvd by:

OFFICIAL USE

1. INSTRUCTIONS – Please see Page 2 of this form before completing and submitting

- A. Identify the person(s) governed by the Code that you are filing an Ethics Complaint about (herein referred to as “Respondent(s)”) _____

Name _____

Position or Title with Town _____

Department/Agency/Board/Commission _____

- B. Explain in detail why you believe that the person named in (A) above may have violated the Town’s Code of Ethics.

- C. List and attach or make reference to any documents, materials, minutes, resolutions or other evidence which support your allegation. Any written witness statement should be sworn to or affirmed under penalty of perjury. List all attachments by name, date of document, number of pages and cite the specific portion of the document that supports the allegation.

- D. Complaint Contact Information

Name of Complainant _____

Address of Complainant _____

Daytime phone # _____

Email address _____

(If Complainant is not an individual - please provide Name, Address, Phone and Email information for one or more offices of the Complainant –attach additional sheets and label clearly.)

I swear or affirm, under penalty of perjury, that the facts set forth in this complaint are true and correct to the best of my knowledge and belief. I also swear and affirm that I have read and understood the Notice of Confidentiality as set forth on page 2 of this form and will abide by said confidentiality requirements.

Signature of Complainant

Sworn to and subscribed before me this ____ day of _____, 20____

Notary Public

My Commission Expires:

INSTRUCTIONS

1. Complete all sections of the Complaint form. Forms with blanks will not be processed.
2. Give the complete name and position and/or title of the person about whom you are complaining. If there are multiple persons, use a separate Complaint form for each person in (A).
3. If you allege a violation of more than one section of the Code of Ethics, you must list each code section and describe all of the conduct that you believe violates that specific section. This must be done separately for each section of the code you allege was violated. You must include dates of the alleged conduct with as much specificity as possible.
4. Sign the Complaint Form and have a Notary sign, date and note the date their commission expires, or have a lawyer licensed in Connecticut take your acknowledgement.
5. Submit original, signed form and attachments to the Board of Selectman and submit two (2) copies of form and attachments to the Office of the Town Clerk.

NOTICE OF CONFIDENTIALITY

No complainant, respondent, witness, designated party or Board member may disclose to any third party, any information learned from the investigation of a complaint without the consent of all respondents named in a Complaint, unless the finding of probable cause is made following a preliminary investigation. By filing a complaint, the complainant agrees not to violate this requirement.

IMPORTANT – PLEASE READ

- Please note that the Town cannot act on a complaint which is filed more than thirty-six (36) months after the alleged violation described in the complaint was to have been committed.
- A person who knowingly files a false complaint may be subject to criminal persecution pursuant to Connecticut Statutes (CGS 53a-157b) including possible fines at up to two thousand dollars (\$2,000). In addition, such person may be subject to a civil claim for damages by the individual(s) against whom a false complaint is filed.