



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

ETHICS VIOLATION COMPLAINT FORM

1. Are you: Filing a Complaint **OR** Requesting an Advisory Opinion

2. Print Your Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

3. Identify the individual(s) you are complaining about or requesting an advisory opinion on:

Name: _____ Position/Title: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

4. Explain in detail why you believe that the individual named above may have violated the Ethics Code or the nature of your request for a review by the Ethics Commission.

5. Attach or make reference to any documents, materials, minutes, resolutions or other evidence which support your allegations or request.

I swear or affirm, under penalty of perjury, that the facts set forth herein are true and correct to the best of my knowledge and belief.

Signature of Person Making Notification

Date

Notary Public Signature

Commission Expires: _____

Seal:

INSTRUCTIONS:

1. Complete all sections of the complaint form. **Incomplete forms will not be processed.**
2. The Commission will not investigate complaints made anonymously.
3. Give the specific name and address (if known) of the person about whom you are complaining. If you are complaining about more than one person, use a separate complaint form for each person. You may photocopy or reproduce this form if you need more forms.
4. Provide a detailed account of the activity that is alleged to be in violation of the Ethics Code. The Commission’s jurisdiction extends solely to alleged violations of the Code of Ethics in the Town of Emmitsburg. Please ensure that all allegations relate to specific individuals. If you are not sure that the Commission has jurisdiction over the conduct or individual in question, refer to the Town of Emmitsburg’s Ethics Code or contact the Town.
5. Enclose records, documents, minutes, etc, that support your allegations.
6. Sign the form and have a notary sign, date, and note the date their commission expires. Please note the Town can provide notary services. If possible, please call ahead to ensure staff availability.

IMPORTANT:

Any person filing a complaint with the Town Ethics Commission should be aware of the provisions of the Emmitsburg Ethics Code (Section 2.32).

FOR ADMINISTRATION USE ONLY:	
Received By Town Clerk:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">_____</div> <div style="width: 45%; text-align: center;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%; text-align: center;"><i>Date</i></div> <div style="width: 45%; text-align: center;"><i>Signature</i></div> </div>
Comments: _____	
FOR ETHICS COMMISSION USE ONLY:	
Received By Ethics Commission:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">_____</div> <div style="width: 45%; text-align: center;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%; text-align: center;"><i>Date</i></div> <div style="width: 45%; text-align: center;"><i>Chairperson’s Signature</i></div> </div>
<input type="checkbox"/> Valid <input type="checkbox"/> Not Valid	
Action Taken: _____	

