



INSTRUCTIONS

1. Complete all sections of this complaint form. Incomplete forms will not be processed.
2. A complaint must state on its face an allegation that, if true, constitutes a violation of §§2-272 and 2-273 of the Ethics Ordinance.
3. The complaint must include all documents or other material available to the Complainant that are relevant to the allegation(s).
4. A complaint must be accompanied by an affidavit stating that the complaint is true and correct or that the Complainant has good reason to believe and does believe that the facts alleged constitute a violation of §§2-272 and 2-273 of the Ethics Ordinance.
5. The Complainant shall swear to the facts by oath before a Notary Public or other person authorized by law to administer oaths under penalty of perjury; before the complaint form is considered complete.
6. To be accepted, a complaint must be brought within six (6) months of the Complainant becoming aware of the act or omission that constitutes a violation of §§2-272 and 2-273 of the Ethics Ordinance. A Complaint will not be accepted more than two (2) years after the date of the act or omission.
7. Complaints shall be submitted to the City Auditor. Submission of complaints may be made by hand delivery, U.S. Mail, or email directed to an email address publicly listed by the City Auditor.
8. A complaint shall be considered Accepted when the City Auditor has deemed the submittal administratively complete and timely.

IMPORTANT

In accordance with the City of Denton Ethics Ordinance any individual filing a complaint with the Board of Ethics should be aware of the following provisions.

Prohibition

Complainants who submit Frivolous Complaints are hereby notified that their actions may subject them to criminal prosecution for perjury (criminal prosecution), or civil liability for the torts of defamation or abuse of process.

If the Board of Ethics determines at the conclusion of a hearing by a vote of two-thirds (2/3) of its Members that a Complaint was Frivolous, the Board may impose a sanction as provided by Section 2-282(b).

Confidentiality

A Complaint that has been submitted to the City is hereby deemed confidential until such time as the Complaint is either dismissed or placed on an agenda for consideration by the Board of Ethics in accordance with this Article. Clerical and administrative steps shall be taken to identify and manage confidential information in accordance with this Article. The confidentiality created by this Article includes the fact that a complaint was submitted and the contents of that complaint. It shall be a violation of Chapter 2 Article XI, for a City Official to publicly disclose information relating to the filing or processing of a complaint, except as required for the performance of official duties or as required by law. Requests for records pertaining to complaints shall be responded to in compliance with the State law. The limited confidentiality created by this Article is limited in scope and application by the mandates of the Texas Public Information Act, Chapter 552 of the Texas Government Code.

Reconsideration

The Complainant or Accused may request the Board of Ethics to reconsider its decision. The request must be filed with the City Auditor within five (5) business days of receiving the final opinion of the Board of Ethics. The request for reconsideration shall be sent to the Chairperson of the Board of Ethics and the non-filing party (Complainant or Accused). If the Chairperson finds, in the Chairperson's sole discretion, that the request includes new evidence that was not submitted at a prior hearing, and that the new evidence bears directly on the Board of Ethics's previous determination, the Chairperson shall schedule a hearing on the request for reconsideration to occur within thirty (30) business days after filing with the City Auditor. Absent new evidence, the Chairperson shall unilaterally dismiss the request for reconsideration and provide notice to the Parties.



FOR OFFICIAL USE ONLY

Case No. _____
(Assigned by Board)

COMPLAINT FORM

Your Full Name			
Your Address	City	State	Zip Code
Telephone Number	Email Address		
Name of person accused of violating §§2-272 and 2-273 of the Ethics Ordinance. If you are complaining about more than one individual, a separate complaint form must be completed for each individual. This complaint form may be photocopied if needed.			
Name the position or title of person accused of violating §§2-272 and 2-273 of the Ethics Ordinance.			
Provide a statement of facts constituting the alleged violation and the dates on which, or period of time in which, the alleged violation occurred. Only violation(s) listed under §§2-272 and 2-273 of the Ethics Ordinance will be considered for review. <i>This statement does not constitute the required affidavit, which must be attached to this complaint.</i>			

Provide detailed evidentiary facts supporting your allegations. Attach additional sheets, if necessary.

By affixing your signature below, you are affirming that you (1) have read this complaint and know its contents and (2) believe the alleged violations to be true.

Your Full Name (Printed)

Your Signature

Date

Subscribed and sworn to before me, this _____ day of

Notary Stamp and Seal

_____, a Notary Public in and for

_____ County, State of _____.

My commission expires: _____

Notary Public

Official Use Only :

Date received: _____

Approved By: _____

Approval Date: _____

Mail completed and notarized form to:

City Auditor
215 E. McKinney St.
Denton, Texas 76201

(904) 349-8156
www.cityof denton.com