



FOR OFFICIAL USE ONLY

Send completed form to:

**Chairman
Town of East Hampton
Ethics Commission
1 Community Drive
East Hampton, CT
06424**

COMPLAINT

INSTRUCTIONS – Please see Page 2 of this form

1. Identify the person with whom you have a complaint (herein referred to as "Respondent").

Name:

Position or Title With The
Town of East Hampton:

Work Phone Number
(if known):

Department or
Agency of Town
Town of East
Hampton: *(If applicable)*

2. Explain in detail why you believe that the individual named above may have violated the Code of Ethics and/or Code of Conduct. Attach an extra sheet of paper if necessary. Fill in the box below.

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

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 understand the confidentiality requirements as set forth on page 2 of this form, and will abide by said confidentiality requirements.

Signature of Complainant

Print or Type Your Name: _____ Work Phone #: _____

Address: _____ Home Phone #: _____

INSTRUCTIONS

1. Complete all sections of the complaint form. **Incomplete forms will not be processed.**
2. Give the specific name and position or title 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.
3. Provide a detailed account of the activity that is alleged to be in violation of the Code of Ethics and/or Code of Conduct of the Town of East Hampton. The Commission's jurisdiction extends solely to alleged violations of the Codes of Ethics and/or Conduct. Please insure 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 Code of Ethics and/or Code of Conduct. Both of these documents are available in the Town Clerk's Office and online at www.easthamptonct.gov
4. Enclose or refer in detail to specific portions of records, documents, minutes, etc. that support your allegations. Please note that this complaint and all documents you submit in support will be provided to Respondent. Respondent may then make the complaint public.
5. Sign the form. If using the on-line form, you can complete the required information on-line; however, when finished you must print it out and manually sign.
6. Be sure to keep the Ethics Commission informed in writing of any changes to your mailing address and other contact information. Failure to do so may jeopardize the prosecution of your Complaint.

IMPORTANT

Any person filing a complaint with the East Hampton Ethics Commission should be aware of all of the provisions of Chapter 43 of the Code of the Town of East Hampton, especially the following:

Minimum Affirmative Vote Requirements – Section 43-6.

Not less than four affirmative votes shall be required for a finding of and recommended penalty relating to a violation of the Code (of Ethics) and/or Code of Conduct.

Powers and Duties; Complaint Procedures – Section 43-7.

- C. The Commission's procedures shall specify how the public may initiate complaints alleging a violation of the Code (of Ethics) or Code of Conduct or requests for advisory opinions. The Commission, by majority vote, may also initiate a complaint or advisory opinion. The Commission shall have the power to hold hearings concerning the applicability of the Code (of Ethics) and/or Code of Conduct and alleged violations and may administer oaths and compel the attendance of witnesses by subpoena to the extent permitted by state law. As required by Section 7-148h(a) of the Connecticut General Statutes, the provisions of Section 1-82a(a) through (e) of the Connecticut General Statutes (as the same may be amended from time to time) shall apply to all investigations and hearings held under this chapter.

Connecticut General Statutes §1-82(a) through (e) provides, in pertinent part (paraphrased): A Complaint alleging an ethics violation shall be confidential except upon the request of the respondent. The investigation conducted prior to the probable cause finding shall be confidential except upon the request of the respondent. If the investigation is confidential, the allegations in the complaint and any information supplied to or received from the Ethics Commission shall not be disclosed during the investigation to any third party by a complainant, respondent, witness or other party.

- E. If the Commission determines that the respondent has not violated the provisions of the Code (of Ethics) and/or Code of Conduct, the Commission shall so notify the respondent and complainant, and the Town Council, Town Manager or the Board of Education, as the case may be, within 20 days of such finding. In the event the Commission determines that the respondent has not violated the provisions of the Code (of Ethics) and/or Code of Conduct, the contents of the Commission's investigations shall remain confidential.
- G. No complaint may be brought after three years from the date the action giving rise to the complaint occurred.

Good Faith Disclosures – Section 43-9.

No person shall take or threaten to take official action against an individual for such individual's disclosure of information to the Commission under this chapter. After receipt of information from an individual under the provisions of this chapter, the Commission shall not disclose the identity of such individual without such individual's consent unless the Commission determines that such disclosure is unavoidable during the course of its investigation. No person shall be subject to civil liability for any good faith disclosure that such person makes to the Commission.

Adopted October 11, 2007
Revised November 17, 2010
Revised July 15, 2015