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ADDRESS COMMUNICATIONS TO:

JANET McCLELLAND
EXECUTIVE SECRETARY
BOARD OF ETHICS
C/O CIVIL SERVICE COMMISSION

COMPLAINT FORM

Name (full name):			
Address:			
_____	_____	_____	_____
Street	City	State	Zip Code
_____	_____	_____	_____
Telephone (Home)	Telephone (Work)	e-Mail	
_____	_____	_____	
Employee or Public Officer's Name:			

Executive branch in which employee or public officer is employed (if known):			

Specify the standard(s) of prohibited conduct that were allegedly violated (15.342 Public officer or employee; prohibited conduct. [M.S.A. 4.1700(72)] Section 2.)			
<input type="checkbox"/> (1) A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.			
<input type="checkbox"/> (2) A public officer or employee shall not represent his or her personal opinion as that of an agency.			
<input type="checkbox"/> (3) A public officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.			
<input type="checkbox"/> (4) A public officer or employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the state, which tends to influence the manner in which the public officer or employee or another public officer or employee performs official duties.			
<input type="checkbox"/> (5) A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this state.			
<input type="checkbox"/> (6) Except as provided in section 2a, a public officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.			
<input type="checkbox"/> (7) Except as provided in section 2a, a public officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the public officer or employee has a financial or personal interest.			

Provide detailed evidentiary facts supporting the above-cited 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 violation(s) to be true.

Name (Printed)

Signature

Date

Notarized By:

Signature

Date

Mail form to: State of Michigan, BOARD OF ETHICS

c/o Civil Service Commission

400 South Pine Street
P.O. Box 30002
Lansing, Michigan 48909

For more information regarding the State Board of Ethics you may go to our web site at www.michigan.gov/mdcs or you may contact us via e-Mail: ethicsboard@michigan.gov, or call (517) 373-3644.