

MODEL ETHICS COMPLAINT FORM

(This Complaint form should be filed with the Clerk of the local unit.)

Any person may file a Complaint if he or she has information that a public officer or employee has violated the Ethics Ordinance. It is not enough to merely allege that a public officer or employee has acted improperly. A Complaint must contain credible information supporting the allegation(s) that one or more of the Standards of Conduct contained in the Ethics Ordinance have been violated.

This Form is not required, but its use is encouraged as a Complaint must be in writing and verified by oath or affirmation. A Complaint must be filed with the Clerk within **[number of years to be determined by the unit's governing body]** years of the date the offense is alleged to have occurred. A Complaint is deemed filed upon receipt by the Clerk.

Complainant: _____

Address: _____

Telephone: _____ Email: _____

Public officer/employee subject to complaint (i.e. Respondent): _____

Public position held by Respondent: _____

Approximate date of alleged violation(s): _____

Description of conduct by Respondent and section of Ethics Ordinance alleged to have been violated:

(Please attach additional sheets if needed.)

I, _____, the Complainant herein, being duly sworn, state (or affirm) that the allegation(s) contained herein is/are true, except so far as they are stated to be based upon information, and to the extent they are based upon information, I believe them to be true.

This Ethics Complaint was executed on this ____ day of _____, 20__, by:

Signature of Complainant

Print name of Complainant

STATE OF MICHIGAN)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me in _____ County, Michigan this ____ day of _____, 20__.

Notary Public

_____ County, Michigan

Acting in _____ County, Michigan

My Commission Expires: _____

Any person who files a Complaint alleging a violation of the Ethics Ordinance knowing that material information provided therein is not true or that information provided therein was made in reckless disregard for the truth may be subject to a fine of up to \$500 as well as the reasonable costs incurred by the [type of local unit] in investigating the Complaint and the reasonable costs incurred by the Respondent in responding to the Complaint as provided in the Ethics Ordinance.