



# TOWN OF MIDDLEBURY

## Ethics Violation Complaint Form

**DRAFT**

**PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED**

This form is provided by the Ethics Commission to assist you in submitting a written complaint under the Code of Ethics for the Town of Middlebury.

An investigation conducted prior to a 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 Commission shall not be disclosed during the investigation to any third party by a complainant, witness, designated part, commission or staff member. C.G.S. 1-82 (b) and subject to C.G.S. 1-88.

**PLEASE PRINT CLEARLY**

**CONTACT INFORMATION OF PERSON SUBMITTING COMPLAINT**

\_\_\_\_\_  
FULL NAME

\_\_\_\_\_  
HOME ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
CELL PHONE NUMBER

**CONTACT INFORMATION OF THE PERSON AGAINST  
WHOM THE COMPLAINT IS BEING FILED**

\_\_\_\_\_  
RESPONDENT'S NAME

\_\_\_\_\_  
TITLE OF POSITION/OFFICE HELD

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PLEASE STATE THE SPECIFIC NATURE OF COMPLAINT. PLEASE INCLUDE RELEVANT SECTIONS OF CODE OF ETHICS THAT YOU CONTEND HAVE BEEN VIOLATED:

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ATTACHMENTS INCLUDED:  YES  NO

THE COMPLAINT AND ITS CONTENTS SHALL REMAIN CONFIDENTIAL UNTIL SUCH TIME AS THE ETHICS COMMISSION MAKES A FINDING OF PROBABLE CAUSE OR THE PERSON THAT IS THE SUBJECT OF THIS COMPLAINT REQUESTS THAT IT BE MADE PUBLIC.

UNDER PENALTY OF FALSE STATEMENT (C.G.S. SECTION 1-82) I CERTIFY THAT THE INFORMATION INCLUDED IN THIS COMPLAINT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ALL PERTINENT DOCUMENTATION SUBMITTED AS REQUIRED BY THE ETHICS COMMISSION OF THE TOWN OF MIDDLEBURY.

NAME (PRINT) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

FOR COMMISSION USE ONLY

RECEIVED BY ETHICS COMMISSION:	DATE:
ACKNOWLEDGEMENT RECEIPT SENT:	DATE:

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**INSTRUCTIONS**

1. Complete all sections of the Complaint Form. Additional pages may be used. Incomplete forms will be returned for completion before being processed.
2. Provide a detailed account of the activity that is alleged to be in violation of the Ethics Ordinance. 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 Ethics Ordinance. This document is available in the Town Clerk's Office in the Middlebury Town Hall and online at [www.middlebury-ct.org](http://www.middlebury-ct.org).
3. 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.
4. 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 processing of your Complaint.

**CONFIDENTIALITY REQUIREMENTS**

Any person may file a written complaint, signed and sworn with the Ethics Commission alleging a violation of this Ordinance. All proceedings by the Commission shall be confidential. All participants in the probable cause proceedings, including the Complainant, Respondent, witnesses and Commission members shall treat confidentially the Complaint and all information acquired during the probable causing proceedings. It is a violation of this Ordinance to reveal said confidential information.

There are only two exceptions to this confidentiality requirement:

1. Where the Respondent requests that the Commission proceedings be conducted in the open; and
2. At such time as the Commission shall make a finding of probable cause.