TOWN OF MIDDLEBURY
Ethics Violation Complaint Form

This form is provided by the Ethics Commission to assist individuals in submitting a written complaint under the Town of Middlebury’s Code of Ethics Ordinance.

Instructions:

1) Complete all sections of the Complaint Form. Incomplete or illegible forms will be returned for completion before being processed. All Ethics Complaint Forms must be signed, under penalty of false statement (C.G.S. 53a-157), before a Notary Public.

2) Provide a detailed account of the activity that is alleged to be in violation of the Ethics Ordinance. Please ensure that all allegations relate to specific individuals. If you are unsure as to whether or not the Commission has jurisdiction over the conduct of a particular individual, refer to the Ethics Ordinance for guidance. This document is available in the Town Clerk’s Office in the Middlebury Town Hall and also online at www.middlebury-ct.org.

3) Enclose or refer in detail to specific portions of documents, minutes, etc. that support your allegations. Please note, this Complaint and all supporting documents you submit will be provided to the 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.

Contact information of individual submitting complaint:

Name: ____________________________________________
Address: _________________________________________
_________________________________________________
Phone: ___________________________________________
E-mail: ___________________________________________
Contact information of individual against whom the complaint is being filed:

Name: ________________________________________________________________

Position/Office Held: __________________________________________________

Please state the specific nature of complaint. Please include relevant sections of the Code of Ethics Ordinance 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. I further certify that all pertinent documentation as required by the Ethics Commission of the Town of Middlebury has been dually submitted.

Name: _______________________________________________

Signature: ___________________________________________

Date: __________ _____________________________________

State of Connecticut

County of _____________ ss. (Town/City)

On this the _______ day of ________, 20__, before me, _______________ the undersigned officer, personally appeared ________________, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that ______________________________________________________________

In witness whereof I hereunto set my hand.

Signature of the Notary Public

Date Commission Expires: ________________

Printed Name of Notary Public

For Town of Middlebury Ethics Commission Use Only:

Date received by Ethics Commission: ________________________________

Date acknowledgement receipt sent: ________________________________
Confidentiality Requirements:

Any person may file a written complaint 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 cause proceedings. It is a violation of this Ordinance to reveal said confidential information. 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 Party, Commission or Staff Member. Reference C. G. S. 1-82 (b) and subject to C.G.S. 1-88.