



**FOR OFFICIAL USE ONLY**

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**COMPLAINT**

Send completed form to:

**Chairman  
Town of Leonardtown  
Ethics Commission  
PO Box 1  
Leonardtown, MD 20650**

INSTRUCTIONS – Please see Page 2 of this form

1. Identify the person you are complaining about (herein referred to as "Respondent").

Name:	<input style="width: 95%;" type="text"/>	Position or Title With The Town of Leonardtown:	<input style="width: 95%;" type="text"/>
Department or Agency of Town Of Leonardtown : <i>(If applicable)</i>	<input style="width: 95%;" type="text"/>	Work Phone Number (if known):	<input style="width: 95%;" type="text"/>

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.

# DRAFT

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.

4. Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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.

*Notary Public*

My Commission Expires:

*Signature of Complainant*

Print or Type Your Name:	<input style="width: 95%;" type="text"/>	Work Phone No.:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>	Home Phone No.:	<input style="width: 95%;" type="text"/>

## 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 Leonardtown. 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 Office and online at <http://ecode360.com/9913990>
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 and have a notary sign, date, and note the date his/her Commission expires, or have a lawyer licensed in MD take your acknowledgement. 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 it in the presence of a notary or MD Attorney.
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 Town of Leonardtown Ethics Commission should be aware of all of the provisions of Chapter 9 of the Code of Ethics.**

### **Powers and Duties; Complaint Procedures – Chapter 9. Code of Ethics. Section 9-3 Ethics Commission – B (3)**

- 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  
*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 and Town Manager 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**

No person shall take or threaten to take official action against an individual for such individual's disclosure of information to the Commission. After receipt of information from an individual 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 September 15, 2015