

CITY OF MICHIGAN CITY

ETHICS VIOLATION COMPLAINT FORM

This form may be used to submit a complaint to the Ethics Advisory Commission that alleges a violation of the City's Ethics Ordinance by an elected official, department head, employee or appointed board or commission member.

Please complete this form, have it notarized, and submit it to:

Ethics Officer
Personnel Department
100 E. Michigan Boulevard
Michigan City, IN 46360

Complainant's Name _____

Address _____

Phone _____

- Identify the person(s) who is the subject of your complaint:

- Position held (board, commission, department)

- Identify the provision of the Ethics Ordinance you believe to have been violated: (You may obtain a copy of the ordinance from the City Clerk's Office, the Personnel Department or on the City's website at www.emichigancity.com "Employee Notices")

- Provide a statement of the facts on which your complaint is based, including dates on which the alleged violation occurred, witnesses etc., and documents or other material that may relate to the allegation. Attach a separate sheet of paper if necessary.

I swear or affirm, under penalty of perjury, that the statements contained in this complaint, including any accompanying supplements, are true and correct to the best of my knowledge.

Signature of Complainant

Date

Sworn to and subscribed before me by _____

On this _____ **day of** _____, **20**_____

NOTARY PUBLIC

My Commission Expires:_____

Complaints submitted to the Ethics Officer will be acknowledged in writing to both the complainant and the respondent and forwarded to the appropriate entity. All parties involved are subject to the Confidentiality provisions contained within the Ethics Ordinance.

No official or employee shall retaliate or threaten to retaliate against any individual who files a complaint, provides information or evidence regarding a complaint or testifies at a Commission proceeding.