



# Ethics Commission

P.O. Box 12  
Portland, CT 06480

<b>Complaint Form</b>
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Identify the person you are complaining about (herein referred to as "Respondent").

Name of Respondent: \_\_\_\_\_

Position or title with the Town of Portland: \_\_\_\_\_

Department, Board, Commission or Agency of Town: \_\_\_\_\_

Specify the provisions of the Ethics Ordinance alleged to have been violated and specific acts alleged to constitute the violation:

Attach or make reference to any documents, materials, minutes, resolutions or other evidence which support your allegations. 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.

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 the back of this form, and will abide by said confidentiality requirement.

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type your name: \_\_\_\_\_

Print or type your address: \_\_\_\_\_

Email address: \_\_\_\_\_

## 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 Portland Town Clerk's Office and online at [www.portlandct.org](http://www.portlandct.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

### Article VI. Section 1-19 (a)

(a) Any person may file a written Complaint, signed and sworn, with the Commission alleging a violation of this Ordinance. All proceedings by the Commission shall be confidential. All participants in the probable cause proceedings, including 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.

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.