

ATTACHMENT E: ETHIC COMPLAINT FORM

For Internal Use Only:

Date Received:

Complaint Number:

WARREN COUNTY BOARD OF ETHICS

Warren County Municipal Center, c/o Warren County Attorney, 1340 State Route 9, Lake George, NY 12845

Ethics Violation Complaint Form

Instructions:

1. You must complete *all* requested information for your complaint to be considered.
2. Providing incomplete information may result in the complaint being rejected without further action.
3. Every complaint must be sworn to and signed before a notary public or the complaint will be rejected.
4. You must submit an original sworn complaint along with all supporting documentation and information in your possession.

COMPLAINANT'S INFORMATION:

Your Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

ALLEGED ETHICS VIOLATION:

Who is the complaint against and what is their County position? _____

What is your relationship to the person against whom you are filing this complaint? _____

Date/Time/Location of Alleged Violation: _____

I believe this complaint involves the following Code of Ethics Sections (check all that may apply):

- Sec. 5: Use of Municipal Position for Personal or Private Gain
- Sec. 6: Failure to Disclose Interest in Legislation and Other Matters
- Sec. 8: Recusal or Abstention from Decision or Official Action
- Sec. 10: Investments in Conflict with Official Duties
- Sec. 11: Private Employment in Conflict with Official Duties
- Sec. 12: Future Employment
- Sec. 14: Use of Warren County Resources
- Sec. 15: Interests in Contracts
- Sec. 16: Nepotism
- Sec. 17: Political Solicitations

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_____ Sec. 18: Confidential Information

_____ Sec. 19: Gifts

Please fully explain your complaint providing a detailed description of the facts and the actions of the person named on this form based on your personal knowledge. Include relevant dates, locations, and the names and addresses of persons whom you believe may be witnesses to the events described. (if insufficient space is provided additional sheets may be attached):

Identify any supporting documents (i.e. emails, contracts, photographs, invoices, statements of witnesses, and audio/visual recordings, etc). Attach all supporting documents to this form.

Please read statement below and sign before a notary public.

I, _____, being duly sworn, does depose and state that I hereby acknowledge that
(Insert Your Name)

all information stated in this sworn complaint and any attachments, is true and accurate and based upon my personal knowledge and that I am signing this complaint under the pains and penalties of perjury and with the full understanding that making a false statement herein is punishable as a misdemeanor under section 210.45 of the New York State Penal Law.

Complainant's Signature: _____

Sworn to before me this _____ day
of _____, 202__.

Notary Public-State of New York

NOTICE: It shall be unlawful for any person to make a complaint or threaten to make a complaint to the Board against a public servant, or to offer to withdraw a complaint against a public servant, in order to improperly influence that public servant's vote, opinion, judgment, action, decision or exercise of discretion as a public servant. Such conduct will constitute a violation punishable by a fine of not more than \$1,500, or imprisonment of not more than 15 days, or both.