

CITY OF KINGSTON BOARD OF ETHICS COMPLAINT FORM

(Revised 04/2024)

Introduction/Instructions

Before filling out this form, please review the [City of Kingston Ethics Code](#) to determine if your complaint falls under the jurisdiction of the Ethics Board. While your complaint may have merit, it may fall under the jurisdiction of another city board or department or even an outside agency, in which case, filing with the Ethics Board will delay the process.

As per the Rules & Regulations of the Ethics Board, ethics complaints shall be in the form of a written and signed letter, or a completed and signed Ethics Complaint Form (see below). *In all cases, the signed original of the letter or the form must be sent or delivered to the City Clerk's office.* Please do not send or deliver a complaint to any member of the Ethics Board.

Once your signed complaint has been received by the City Clerk's office, it will be given to the Ethics Board for review. Our board, which is composed of volunteer citizens, is only required to meet twice a year. Complaints will be reviewed at each of those meetings, and ad-hoc meetings may be scheduled as needed to review and handle complaints as the chairman of the Ethics Board and corporation counsel warrant necessary. The board does its best to address all complaints in a timely manner, but please note that the process can take time, especially if more information is needed to make a determination.

Complaints are reviewed during Executive Session to protect the privacy of all parties involved. If more information is needed, the complainant, as well as the subject(s) of the complaint, may be requested to appear before the Ethics Board.

If the board determines that there has been no violation, the complainant and any other participating parties will be notified in writing. The case will be closed and the only information made public will be that the complaint was unfounded. If the board determines there has been a violation, the complainant as well as the subject(s) of the complaint will be notified in writing. The determination of a violation will be made available to the public.

City of Kingston Board of Ethics Complaint Form

(Please Type or Print)

Date: _____

YOUR INFORMATION:

Please note that we will not review or investigate complaints received without contact information. If you wish to remain anonymous, you *must* list either an attorney or another contact person below.

Last: _____ First: _____ MI: _____ Suffix: _____

Address: _____

City: _____ State: _____ ZIP: _____ Telephone: _____

Email: _____

Please check one of the following:

I am the complainant.

I am an attorney for the complainant.

I am submitting this complaint on behalf of the complainant who wishes to remain anonymous.

LITIGATION:

If the subject of this complaint before the Board of Ethics is part of a civil or criminal case, please provide the caption, court, and docket number of the case:

[ETHICS COMPLAINT FORM](#) | version 04/12/24



PRIOR COMPLAINTS CONCERNING THIS MATTER:

Have you previously filed a complaint concerning this matter with the Ethics Board, City / Town / County agency or other office? YES _____ NO _____

If so, please identify the agency or office and specify the date and nature of your complaint and the action taken:

STATEMENT OF COMPLAINT:

Please fully and completely set forth the facts and circumstances of your complaint, including relevant dates, contacts you made with any attorney, the names and addresses of other individuals involved in such legal matters, and exactly what conduct you believe is a violation of the [City of Kingston Ethics Code](#).

Please attach copies of all correspondence and/or documents relating to your case. If you send original documents and wish them returned to you, check here _____. If you have not attached any documentation, please explain why:

Public officer/employee subject to complaint (i.e. respondent):

Public position held by respondent:

Approximate date(s) of alleged violation(s):

Description of conduct by Respondent and Section(s) of Ethics Code alleged to have been violated:

(Note: Attach as many additional pages as necessary to fully set forth all of the relevant facts and circumstances surrounding your complaint.)

(Your Signature) (Date)

