

**City of Norwich, Connecticut
Ethics Commission
Ethics Violation Complaint Form**

Section 2-55 of the Code of Ethics authorizes the commission to receive written complaints from any person of any alleged violation of the code of ethics. The complaint must be within 18 months of the action, or when fraudulently concealed, of notice of the violation.

Your Identifying Information (Complainant):

Name: _____ Phone: _____
 Address: _____ E-Mail: _____
 _____ City, State Zip: _____

Person Against Who A Violation Of The Code Of Ethics Has Been Alleged (Respondent):

Name: _____
 Relationship to City: officer official employee
 Board/Agency/Department: _____

Detailed Explanation of the Violation:

Please describe, with as much detail as possible, the situation, circumstance or issue regarding the alleged violation including dates, witnesses, and other evidence which supports your allegations. Attach or make reference to any documents, materials or other evidence which supports your allegations. Any written witness statement should be sworn to or affirmed under penalty of perjury. List all attachments by name and date of the document; cite specific portions of the documents that support your allegations.

Number of sheets attached _____

Please indicate the section(s) of the Code of Ethics which you believe is related to this situation:

Section 2-53 Fair and Equal Treatment:	Section 2-54 Conflict of Interest:	
<input type="checkbox"/> (a) Use of Public Property	<input type="checkbox"/> (a) General Conduct	<input type="checkbox"/> (c) Gifts and Favors
<input type="checkbox"/> (b) Impartiality	<input type="checkbox"/> (b) Disclosure of Information	<input type="checkbox"/> (d) Incompatible Employment
		<input type="checkbox"/> (e) Disclosure of Interest

I swear or affirm, under penalty of false statement, that the facts set forth in this complaint are true and correct to the best of my knowledge and belief. I acknowledge that the complaint and its contents are confidential unless and until the Commission makes a finding of probable cause or the subject of the complaint requests that it be made public.

Signature

Date

Send this form and any attachments to:

Chairman of the Ethics Commission
 c/o Norwich City Clerk
 100 Broadway
 Norwich, CT 06360

For Office Use Only:

<p>Dates:</p> <p>a. Received by the City Clerk _____ <input type="checkbox"/></p> <p>b. Received by the Chairman _____ <input type="checkbox"/></p> <p>c. Complainant Notified in Writing of Receipt _____ <input type="checkbox"/></p> <p>d. Respondent Notified (w/in 5 business days of b) _____ <input type="checkbox"/></p> <p>e. Complaint Presented (at least 15 b. days after d) _____ <input type="checkbox"/></p> <p>f. Notified both parties of no cause (w/in 3 b. days) _____ <input type="checkbox"/></p> <p>Proceedings:</p> <p>Need additional information <input type="checkbox"/></p> <p>Created a subcommittee to review <input type="checkbox"/></p>	<p>Declined to review the matter further because:</p> <p><input type="checkbox"/> Found no probable cause with the alleged facts</p> <p><input type="checkbox"/> Subject of complaint no longer involved w/City</p> <p><input type="checkbox"/> Alleged violation is outside the time limitations</p> <p><input type="checkbox"/> Frivolous, groundless or harassment</p> <p><input type="checkbox"/> Commission has already taken action on matter</p> <p><input type="checkbox"/> Other reasonable grounds</p> <p>Decisions:</p> <p><input type="checkbox"/> Found probable cause of a violation/public file</p> <p><input type="checkbox"/> Found no probable cause of a violation/confidential</p>
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