



# Whittier Ethics Code Violation Complaint Form

## Instructions

If you wish to file a complaint against a City of Whittier officer or employee for breaking the Ethics Code, please provide the below information. This form has been provided to ensure complaints contain all the elements required under Whittier Municipal Code (WMC) 2.10.115. The Ethics Code can be found in WMC Chapter 2.10. Here are the steps to filing a complaint:

- Write a clear and detailed statement of what the public official allegedly did or did not do that violated the Ethics Code.
- Identify the specific subsection(s) of Chapter 2.10 that the public official broke. See WMC 2.10.130 for prohibited acts.
- Sign the complaint form in front of a notary and have the document properly notarized.
- File your complaint within two years from the date you knew or should have known about the violation, and no later than five years after the violation happened.
- Submit your complaint to the clerk, who will give it to the public official you are complaining about within two business days.
- The officer or employee will have 30 days to respond to your complaint. They must admit or deny the allegations in your complaint and sign a notarized statement of verification that says the information, statements, and allegations in their response are true to the best of their knowledge and belief.
- **Keep in mind that all ethics complaints are strictly confidential.** Do not share your complaint with anyone other than the city clerk. This includes members of the public, other city officials, or staff. It is not a violation of confidentiality to speak with an attorney or participate in a criminal investigation, if one is underway. All records and proceedings will remain confidential unless the person you are complaining about requests a public hearing or until a hearing officer submits a report to the City Council.

## Complainant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Respondent Information

*This is the person allegedly violating the Ethics Code.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Alleged Violation: \_\_\_\_\_

Description of Alleged Violation:

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Subsection(s) of Chapter 2.10 Allegedly Violated:

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Evidence or Documentation Supporting the Allegation: *(attach additional documents, if necessary)*

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**Statement of Verification:**

I, the undersigned, declare under penalty of perjury that the information, statements, and allegations contained in this complaint are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

State of Alaska  
Judicial District (or County of \_\_\_\_\_ or Municipality of \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date) by

\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary  
My Commission Expires: \_\_\_\_\_