



CITY OF DALLAS
ETHICS ADVISORY COMMISSION
COMPLAINT FORM

For Official Use Only

Please type or print legibly in blue or black ink.

NOTE: FILING A COMPLAINT THAT FALSELY ACCUSES SOMEONE OF A VIOLATION OF THE ETHICS CODE MAY RESULT IN CRIMINAL PROSECUTION OR SANCTIONS OF ANYONE WHO KNOWINGLY MAKES A FALSE ACCUSATION.

PART A – COMPLAINANT INFORMATION

1. Your full name (identifies you as the Complainant):

2. Your residence address (Street, City, State, and Zip Code):

3. Your business address (Street, City, State, and Zip Code):

4. Preferred telephone number:

Cell Home Business (circle one)

5. Alternate telephone number:

Cell Home Business (circle one)

6. Email address:

PART B – COMPLAINANT DECLARATION

I HAVE A COMPLAINT AGAINST:

1. Full name of person against whom you are bringing the allegation(s):

2. Check the box that applies to the person named above and fill in the applicable information:

- Elected official _____ (office held)
- Appointed official _____ (board/commission name)
_____ (title/position held)
- Candidate _____ (office sought)
- City Employee _____ (title/position held)
_____ (department)

3. Residence address (Street, City, State, and Zip Code) (If known):

4. Business address (Street, City, State, and Zip Code) (if known):

5. Telephone number (if known):

6. Email address (if known):

PART C – DESCRIPTION OF COMPLAINT

Provide a statement of the facts upon which your complaint is based. Describe the events in the order in which they occurred. Keep dates of events in sequence. Include full names, addresses, and phone numbers of all individuals involved, including any witnesses present when the alleged violations took place. Be factual; the information you provide in this statement must be based on facts and not on personal conjecture. Try to answer the questions “who,” “what,” “where,” and “when.” Attach extra sheets if more space is needed.

PART D – CODE VIOLATIONS

List the specific sections and paragraphs of the Code of Ethics provisions you believe have been violated. A copy of the Code of Ethics can be found on the city secretary’s website.

I CERTIFY THAT I HAVE READ THIS COMPLAINT, I FULLY UNDERSTAND ITS CONTENTS, AND I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF TEXAS THAT THE COMPLAINT STATES A VIOLATION OF CHAPTER 12A OF THE DALLAS CITY CODE, THAT THIS COMPLAINT IS NOT BEING PRESENTED FOR ANY IMPROPER PURPOSE, AND THE FOREGOING STATEMENTS AND EVIDENCE ARE TRUE AND CORRECT OR, TO THE BEST OF MY KNOWLEDGE, ARE SUPPORTED BY CREDIBLE EVIDENCE FORMED AFTER AN INQUIRY REASONABLE UNDER THE CIRCUMSTANCES. I UNDERSTAND THAT A COPY OF THIS COMPLAINT WILL BE SENT TO THE CHAIR OF THE ETHICS ADVISORY COMMISSION AND TO THE INDIVIDUAL CHARGED IN THIS COMPLAINT. ALL PAPERS AND COMMUNICATIONS RELATING TO A COMPLAINT MUST BE TREATED AS CONFIDENTIAL LAW UNLESS REQUIRED TO BE MADE PUBLIC BY THE PUBLIC INFORMATION ACT (CHAPTER 552, TEXAS GOVERNMENT CODE) OR OTHER APPLICABLE LAW.

Signature

Before me the undersigned authority, on the ____ day of _____, 20__, personally appeared, _____, known to me to be the person whose name is subscribed hereto, and being duly sworn stated that such facts are true and correct, or, to the best of his/her knowledge, formed after an inquiry reasonable under the circumstances, the factual contentions are supported by credible evidence submitted in and with the complaint.

Notary Public

<NOTARY SEAL>

County, Texas

My Commission expires:

Special Note: Section 3.2 of the Ethics Advisory Commission Rules of Procedure states that “supplements to a complaint may only be filed within seven days after the city secretary’s acceptance of the original completed complaint.”

Should you have any questions concerning this form, please contact the City Secretary’s Office, at **(214) 670-3738** during regular business hours (8:15am – 5:15pm).

Upon completing **ALL** sections of this form, please hand deliver or send by certified mail with any attachments to:

Office of the City Secretary
CITY HALL
1500 Marilla Street – Suite 5DS
Dallas, TX 75201

ETHICS ADVISORY COMMISSION

COMPLAINT FORM INSTRUCTIONS

1. Any resident of the city or any person doing business or attempting to do business with the city (other than a member of the Ethics Advisory Commission) or any city official or employee who believes there has been a violation of the Ethics Code may file a sworn complaint using the attached complaint form. The attached complaint form must be completed, signed and sworn to under penalty of perjury before a Notary Public.
2. The sworn complaint must be filed with the Office of the City Secretary, Room 5DS, City Hall, 1500 Marilla Street, Dallas, Texas, 75201.
3. **FILING A COMPLAINT THAT FALSELY ACCUSES SOMEONE OF A VIOLATION OF THE ETHICS CODE MAY RESULT IN SANCTIONS ISSUED BY THE ETHICS ADVISORY COMMISSION, IN CRIMINAL PROSECUTION OF ANYONE WHO KNOWINGLY MAKES A FALSE ACCUSATION, OR BOTH.**
4. Promptly after receipt of the sworn complaint, the city secretary will acknowledge, in writing, receipt of the complaint to the complainant and will review the complaint for completeness. Upon acceptance of a complete complaint, the city secretary will forward a copy of the complaint to the chair of the Ethics Advisory Commission and to the person charged in the complaint. The person charged in the complaint shall have the opportunity to submit a sworn statement, together with such other information as he or she feels is relevant. If the complaint is not complete, the city secretary will notify the complainant in writing that the complaint is incomplete. The complainant shall have 20 days after the date of the notice to provide the required information, or the complaint will not be processed.
5. Within 30 days after receipt of the complaint by the chair, a preliminary panel of the Ethics Advisory Commission shall make a preliminary finding as to whether or not the complaint states a claim under the Ethics Code and is supported by just cause. ("Just cause" means such cause as is found to exist upon a reasonable inquiry that would induce a reasonably intelligent and prudent person to believe that an act or acts constituting an ethical violation has been committed).
6. If the preliminary finding is that the complaint **DOES NOT** state a claim under the Ethics Code or does not have just cause, based upon the statements and evidence submitted, the complaint will be dismissed by the preliminary panel of the Ethics Advisory Commission.
7. If a complaint is summarily dismissed pursuant to a preliminary finding, written notice identifying the reason(s) for the dismissal will be sent to the complainant and the individual about whom the complaint was made.

COMPLAINT FORM INSTRUCTIONS, continued

8. If the complaint is not summarily dismissed by a preliminary panel of the Ethics Advisory Commission, the Ethics Advisory Commission will notify the complainant and the individual about whom the complaint was made of the date of an evidentiary hearing regarding the complaint. Written notice by certified mail or personal service (or by first class mail, facsimile, or email if such consent is given in writing) will be sent to the complainant and the individual about whom the complaint was made not less than **10 days before** the date of the hearing. The notice must state the specific provision(s) of the Ethics Code alleged in the complaint to have been violated. The person charged in the complaint must have notice of the provision of the Ethics Code at issue and be given an opportunity to respond.
9. A complaint alleging violation of Chapter 12A, Dallas City Code, must be filed with the city secretary within **one year** after the date of the alleged violation. Complaints alleging activity more than one year before the date of the alleged violation will not be accepted by the city secretary.
10. If the complaint is dismissed because the evidence failed to establish a violation of the Ethics Code, the Ethics Advisory Commission shall not entertain any other similar complaint based on substantially the same evidence.
11. All papers and communications relating to a complaint must be treated as confidential unless required to be made public by the Public Information Act or other applicable law.