

[City of Townville Logo]

Official Use Only:
Date Received:

**[CITY of TOWNVILLE]
MUNICIPAL COMPLAINT FORM**

The [City of Townville] has authority to accept, review, investigate, and track complaints regarding alleged violations of the Vermont Municipal Code of Ethics, 3 V.S.A. § 1223(b). Complaints alleging violations of [City of Townville ethics policies] can also be filed using this form. [Recommend adding links to underlined language].

Anonymous complaints [are/are not] accepted. **[it is up to the municipality to decide whether anonymouse complaints are accepted]**

Your name: **Your Contact Information**
Type or print clearly

Address:

City/Town:

State: Zip: Email:

Telephone(s):

Attach additional pages as necessary.

1. Who is this complaint against? Include their name, job title or position, and municipality. Please file a separate complaint form for each person you are complaining against.

2. Date(s) of the alleged violation(s):

3. How has this person violated the provisions of the statewide [Municipal Code of Ethics](#) or [City of Townville] ethics policies? Be specific and provide as much detail as possible. Attach any documentation that supports your claim.

4. Please indicate which provision(s) of the [Municipal Code of Ethics](#) or [City of Townville] policies you believe have been violated.

5. Provide the names and contact information for anyone else who may have information regarding this complaint.

6. Has the conduct you describe above been the subject of a prior complaint? If yes, please explain.

7. Is there anything else the investigating authority for the [City of Townville] should know about this complaint?

Attach additional pages as necessary.

I certify that the information provided in this complaint is true, correct, complete, and of my own personal knowledge. I will fully cooperate in the process regarding this complaint.

_____ Date: _____
 (Signature – must be hand signed)

Submit to: [\[City of Townville email address\]](#). Enter "Ethics Complaint" in the subject line.

If you wish to submit your complaint by regular mail, please send to:

- [Name of Contact]
- [City of Townville]
- [Address]
- [Phone number for questions]