



City of Scranton Board of Ethics Complaint Form

**Send completed form to:
City of Scranton Ethics Board
P.O. Box 668
Scranton, PA 18501**

INSTRUCTIONS – Please see other side of this form.

1. Identify the person about whom you are filing this complaint.

Name: _____

Position or Title: _____

Work Phone: _____

2. Explain in detail why you believe the individual named above violated the Ethics Code. Attach an extra sheet of paper, if necessary.
3. Note the section of the City of Scranton Code of Ethics that you feel has been violated.
4. Attach or make reference to any documents, materials, minutes, resolutions or other evidence that supports your allegations.

Sworn to and subscribed before me this
_____ day of _____, _____

(Notary Public)

My Commission expires:

I swear or affirm, under penalty of perjury, that the facts set forth in this complaint are true and correct to the best of my knowledge, information, and belief.

(Signature)

Print your name: _____

Home Address: _____

Work Phone: _____

Home Phone: _____

INSTRUCTIONS

1. Complete all sections of the Complaint Form. **Incomplete forms will not be processed.**
2. Give the specific name and job title of the person about whom you are complaining. If you are complaining about more than one person, use a separate form for each person.
3. Provide a detailed account of the activity that you allege violates the Code of Ethics. The Board's jurisdiction extends solely to alleged violations of the Code of Ethics, Article VII of the Administrative Code of the City of Scranton, as amended. Please ensure that all allegations relate to specific individuals. If you are not sure that the Board has jurisdiction over the conduct or individual in question, refer to the Code of Ethics.
4. Enclose records, documents, minutes, etc. that support your allegations.
5. Sign the form and have a notary sign, date, affix seal, and note the date Commission expires.

IMPORTANT

Any person filing a Complaint with the City of Scranton Board of Ethics should be aware of the following provisions of the Ethics Law.

SECTION 9 – Protection of Complainant

No person may be penalized, nor any employee of the City be discharged, suffer change in her/his official rank, grade or compensation, denied a promotion, or threatened for a good faith filing of a Complaint with the Board for providing information or testifying in any Board proceeding.

SECTION 10 – Confidentiality of Board Information

All Board proceedings and records relating to an investigation shall be confidential until a final determination is made by the Board, except as may be required to affect due process. The final order shall become a public record once the subject has exhausted all appeal rights or has failed to timely exercise such rights. All other file material shall remain confidential.

SECTION 11 – Wrongful Use of Board of Ethics

The purpose of the Board of Ethics is to endeavor to maintain a high standard of ethical behavior by City employees and officials. This will be most effective when City employees, officials and citizens work together to set and maintain high ethical standards. Complaints directed to the Board must be based on fact. Those filing complaints must have the intent to improve the ethical climate of the City. Wrongful use of the Code is prohibited and those individuals engaged in such conduct may be subject to penalties as set forth in Section 7.

Wrongful use of the Code of Ethics is defined as either:

1. Filing an unfounded, frivolous or false complaint, or;
2. Publicly disclosing or causing to be disclosed information regarding the status of proceedings before the Board and facts underlying a complaint before the Board, including the identity of persons involved and that a complaint has been filed.