



City of Fort Wright

409 Kyles Lane | Fort Wright, KY 41011 | www.fortwrightky.gov | 859.331.1700

ETHICS VIOLATION/COMPLAINT FORM

Instructions

1. Complete all sections of the Ethics Violation/Complaint Form. Incomplete forms will not be processed.
2. Give the specific name and title of the individual whom you are filing the complaint against. If you are filing complaints about more than one individual, a separate complaint form must be completed for each individual. The Violation/Complaint Form may be photocopied if need be.
3. Provide a detailed account of the activity that is alleged to be in violation of the Code of Ethical Conduct adopted by the City of Fort Wright, KY. The Fort Wright Board of Ethics jurisdiction extends solely to alleged violations of the Public Official and/or Employee as outlined in Ordinance 09-2024 which establishes a Code of Ethical Conduct applicable to the Officers and Employees of the City and City Agencies. Please make sure that all complaints filed relate to specific individuals only.
4. Attach to the Ethics Violation/Complaint Form all records, documents, minutes, etc that support your allegation.
5. The Ethics Violation/Complaint Form must be completed in full, signed, notarized, and sealed with all attachments in an envelope addressed to the City of Fort Wright Board of Ethics, Attn: Chairperson, 409 Kyles Lane, Fort Wright, KY 41011.

Important Information

Any individual filing a complaint with the Fort Wright Board of Ethics should be aware of the following:

1. No public official or public employee shall discharge any official or employee or change official rank, grade, or compensation, or deny a promotion, or threaten to do so for filing a complaint with, our providing information to, the Board of Ethics or for testifying in any Board of Ethics proceeding.
2. The Board of Ethics will keep information, records, and proceedings related to preliminary inquires and investigations confidential (this includes the identify of the Complainant, unless there has been a Wrongful Use of the Code as identified below).
3. The Board of Ethics may disclose information or records regarding a preliminary inquiry and investigation in relation thereto:
 - a. Final Orders of the Board of Ethics which become public.
 - b. Hearings conducted in public, as provided by law.
 - c. Appeal of Board of Ethics Orders.
 - d. Seeking the advice of legal counsel.
 - e. Consulting with law enforcement officials or agencies for the purpose of initiating, participating in or responding to an investigation or prosecution by the law enforcement official or agency.

- f. Testifying under oath before a governmental body or a similar body of the United States of America.
 - g. The provision of discovery materials to the subject of an investigation, as required by law.
 - h. When necessary or incidental to the conduct of the on-going investigation or inquiries.
4. Wrongful use of the Code of Ethics complaint process is established by one or more of the following elements:
- a. The filing of a frivolous complaint which is a complaint filed in a grossly negligent manner without basis in law or fact.
 - b. The filing of a complaint without probable cause, primarily for a purpose other than reporting a violation of the Code of Ethics.
 - c. Disclosing publicly or causing to be publicly disclosed the fact that an individual is the subject of a complaint or Board of Ethics Investigation.
5. Any person who willfully affirms or swears falsely in regard to any material matter submitted to or before the Board of Ethics shall be guilty of a Class A Misdemeanor.



City of Fort Wright

409 Kyles Lane | Fort Wright, KY 41011 | www.fortwrightky.gov | 859.331.1700

ETHICS VIOLATION/COMPLAINT FORM

1. Identify the individual by name and title that you are filing a complaint about. Please also provide their contact information.

Name: _____

Title: _____

Address: _____

Phone Number: _____

Email Address: _____

2. Explain in detail why you believe the individual named above may have violated the Fort Wright Code of Ethics. Attach additional sheets of paper to this complaint if necessary.

3. Attach and make reference to any documents, materials, minutes, or other evidence which support your allegations.

4. Do you agree to cooperate with individuals assigned to investigate this complaint?

Yes

No

5. Are you willing to appear and testify if a public hearing is conducted on these charges?

Yes

No

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 and belief. I also swear and affirm that I have read and understand the Instructions and Important Information that I have been provided and are made part of this filing.

Signature

Print/Type your Name:

Home Address:

Phone Number:

Email Address:

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____