



Official Use Only:
Date Received:

TOWN OF ESSEX MUNICIPAL COMPLAINT FORM

The Town of Essex 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 Town of Essex ethics policies can also be filed using this form.

Anonymous complaints are not accepted.

Your name: **Your Contact Information**
 Address: Type or print clearly
 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 Town of Essex 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 Town of Essex 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 Town of Essex 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

Submit to: kadams@essex.org and enter "Ethics Complaint" in the subject line.

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

Karen Adams, Deputy Manager and Ethics Liaison Officer
Town of Essex
81 Main St., Essex Junction, VT 05452
(802) 878-1341