

**Cedar Rapids Board of Ethics
Complaint Form**

RE: _____
Person who is subject of the complaint

Subject's Address (if known): _____
Street Address/Apt Number

City, State, Zip Code Telephone Number (if available)

By: _____
Name of Complainant (person filing the complaint)

Complainant's Address: _____
Street Address/Apt Number

City, State, Zip Code Telephone Number

COMPLETE THE FOLLOWING SECTION OR ATTACH A SEPARATE DOCUMENT CONTAINING THE REQUISITE INFORMATION:

I, _____ hereby complain that
Name of Complainant

Subject of Complaint Position (member of Council, board or commission)

has committed an act or acts that violate the provisions of Cedar Rapids Municipal Code Sections 6.01, 6.02 and/or the Board of Ethics Rules and Procedures located at Section 6.22 of the Cedar Rapids Municipal Code, in that on or about:

List date (s) on which conduct or action(s) took place

the subject of the complaint did the following (recite facts and actions taken that are believed to violate Section 6.01, 6.02 and/or the Board of Ethics Rules and Procedures. Please cite the code provision you allege has been violated.) If the space provided is inadequate, please attach additional sheet(s) to this form:

Names and addresses of persons other than yourself who are or may be witnesses to the above described activities:

Name: _____

Address: _____
Street Address/Apt Number

_____ City, State, Zip Code Telephone Number (if available)

Name: _____

Address: _____
Street Address/Apt Number

_____ City, State, Zip Code Telephone Number

Name: _____

Address: _____
Street Address/Apt Number

_____ City, State, Zip Code Telephone Number (if available)

Name: _____

Address: _____
Street Address/Apt Number

_____ City, State, Zip Code Telephone Number

Documents or other sources of information that relate to or are proof of the violation(s). Attach copies of documents to this form if available:

CERTIFICATION BY COMPLAINANT

The purpose of the Board is to endeavor to maintain a high standard of ethical behavior by City officials. This will be most effective when City officials and citizens work together to set and maintain high ethical standards. Complaints directed to the Board must be based on fact and have the intent to improve the ethical climate of the City.

Wrongful use of the Board is defined as the filing of a false complaint in a grossly negligent manner without any reasonable basis in law or fact. Wrongful use of the Board is prohibited. Persons found to have committed wrongful use of the Board may be subject to administrative fines and such cases may be referred for criminal prosecution.

I certify under penalty of perjury that the preceding statements are true and correct to the best of my knowledge.

DateSignature of Complainant

Return form to: City Clerk's Office, City Hall, 3851 River Ridge Dr NE, Cedar Rapids, IA 52402

FOR OFFICIAL USE ONLY

This Complaint has received a preliminary screening pursuant to the provisions of the Cedar Rapids Municipal Code. The screening determination is that:

- The Complaint alleges a violation of the Conflict of Interest Actions over which this Board has jurisdiction and the Board should conduct an initial investigation;
- The Complaint does not allege a violation of the Conflict of Interest Actions over which this Board has jurisdiction;
- The Complaint should be referred to another appropriate State agency or other authority, to wit: _____.

Notification to the Complainant and the Subject of the Complaint is normally made within thirty (30) business days after the preliminary screening decision. Final determination as to whether the complaint is legally sufficient and should be investigated is made by the full Board.

Date_____

Member(s), Board of Ethics