



Town of Pittsfield, New Hampshire

Ethics Committee

85 Main Street
Pittsfield, New Hampshire 03263

COMPLAINT FORM

GUIDELINES FOR USE

These guidelines are provided to help the Complainant (the person filling out this form) understand how to use the form, and what will happen to the form after it is submitted. This is a summary of the procedure only, and is no way to be read as a substitute for the details provided in either the Code of Ethics or the Ethics Committee Rules of Procedure.

WHEN TO USE THIS FORM

You must be able to answer “yes” to ALL of the following questions. If you cannot, the Ethics Committee does not have authorization to consider your complaint, and will be forced to dismiss it.

1. Do you have knowledge of a Town Official or Employee that has violated the Ethics Policy?
2. Have you read the Code of Ethics?
3. Do you know which part of the Ethics Policy code that has been violated?
4. Have you exhausted all other methods within town government of getting this addressed?
5. If the Respondent (the person against whom you are complaining) is a town employee, have you complained to the employee’s supervisor?
6. If you have brought this to a town employee’s supervisor, are you dissatisfied with their handling of the complaint?
7. Did the violation of the Ethics Policy happen after November 29, 2005 for new employees or officers, or after January 29, 2006 for those who were in office or employed as of November 29, 2005?
8. Are you a resident of Pittsfield?

NEXT STEPS

Once you have filled out this form, a formal procedure is followed by the Ethics Committee in order to ensure both you and the person against whom you are lodging this complaint are treated fairly.

1. You must submit this signed form in a sealed envelope at Town Hall.
2. When received by the Ethics Committee, both you and the Respondent will be copied on the complaint, with information on the meeting time and date that the Ethics Committee will consider the complaint.
3. A pre-hearing will be held to validate that the complaint meets all the criteria above. You as the Complainant must be present for this prehearing or the complaint will be dismissed.
4. An investigation and hearing will be convened to fully look into the matter. You as the Complainant must be present for all hearings or the complaint will be dismissed.
5. The Ethics Committee will make their findings. These are then submitted to the Selectmen for action.

PUBLIC VERSUS NONPUBLIC

Please be aware that it is in the best interest of the public’s right to know under NH state law that all proceedings and documentation of the Pittsfield Ethics Committee be public. The Pittsfield Ethics Committee will grant nonpublic meetings/hearings if either the Respondent or the Complainant can give cause where the protection of privacy outweighs the public’s right to know.

Note : It is a violation of State perjury laws to knowingly and without cause or merit file a complaint of the Ethics Ordinance.

PLEASE PRINT CLEARLY

Complainant : Person Filing Complaint

Name : _____

Address : _____

Contact Phone Number : _____

Business Name (if applicable) : _____

Address : _____

Contact Phone Number : _____

Respondent : Person Named in This Complaint

Name : _____

Title of Position : _____

Date the Violation Occurred : _____

Section of the Ethics Code Violated : _____

Alleged Violation (Please be SPECIFIC. Use additional sheets if needed and attach.) :

Please describe your actions taken to exhaust all other avenues of relief available within town government. If the Respondent is a town employee, please describe why you are dissatisfied with the disposition of the complaint by the employee’s supervisor (Use additional sheets if needed and attach) :

- In signing this petition, I/we affirm that I/we have read the Code of Ethics and believe that the subject matter contained within this petition is a valid violation of that ordinance.
- I/we affirm that all of the information in this petition is true and accurate.
- I/we affirm that I/we have exhausted all other avenues of relief available to me/us within our town government.
- I/we knowingly agree that the Town of Pittsfield Ethics Committee and/or its member cannot be held responsible or liable for the contents of this petition, nor its findings.
- I/we agree that by signing this petition that I/we are subject to the perjury laws of the State of New Hampshire and by Federal Law as applicable.

Print Name : _____ Print Name : _____

Signature : _____ Signature : _____

Date : _____ Date : _____