



Office Use Only
Date Received:

MUNICIPAL COMPLAINT FORM

The Town of Waterbury has authority to accept, review, investigate, and track complaints regarding alleged violations of the Municipal Code of Ethics (24 V.S.A. §1997). Complaints alleging violations of Town of Waterbury's Conflict of Interest policy can also be filed using this form.

Anonymous complaints **are not accepted**.

Complainant information:

(Please type or print clearly.)

Name:

Address:

City/Town:

State:

Zip:

Email:

Telephone:

Complaint details:

(Attach additional pages as needed.)

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 Waterbury ethics policies? Be specific and provide as much detail as possible. Attach any documentation that supports your claim.

(continue on next page.)

4. Please indicate which provision(s) of the Municipal Code of Ethics or Town of Waterbury 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 Waterbury should know about this complaint?

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.

Signature (*electronic signatures accepted*)

Date

Submit to the Ethics Officer, Ingrid Jonas, at ijonas@waterburyvt.com. Enter "Ethics Complaint" in the subject line.

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

Ingrid Jonas
28 North Main Street, Suite 1
Waterbury, VT 05676