

**CITY OF JACKSONVILLE ETHICS COMMISSION**

117 W. Duval Street, Suite 225

Jacksonville, FL 32202

(904) 255-5665

[ethicscommission@coj.net](mailto:ethicscommission@coj.net)

**COMPLAINT FORM**

**1. PERSON BRINGING COMPLAINT (Complainant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Information (e-mail; phone #s): \_\_\_\_\_

**2. PERSON AGAINST WHOM COMPLAINT IS MADE (Respondent):**

State the name, address and contact information of the person whom you believe may have violated the City of Jacksonville Code of Ethics

**\*\*Per Complaint Procedures Rule 5(b), only one (1) person/Respondent may be named in each Complaint**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

City position or title: \_\_\_\_\_

Contact Information (e-mail; phone #s): \_\_\_\_\_

Have you also filed this complaint with the State Attorney’s Office, law enforcement or any other agency?  Yes  No. If yes, please list all agencies (on separate sheet of paper attached).

**3. ALLEGED VIOLATION(S):**

The Ethics Commission has jurisdiction to only address alleged violations of Chapter 602, the Jacksonville Ethics Code that are made on a complaint form that is signed under oath and is based upon personal knowledge or information other than hearsay. The Ethics Commission cannot address general complaints of unethical behavior or anonymous complaints. Your Complaint must allege a specific violation of the Jacksonville Ethics Code for which you have personal knowledge or information other than hearsay. You can review Chapter 602, the Jacksonville Ethics Code, on the Ethics Office webpage using the following link: [http://www.coj.net/departments/ethics-office/ethics-code-\(current\).aspx](http://www.coj.net/departments/ethics-office/ethics-code-(current).aspx).

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In a separate attachment, please describe in detail each alleged offense, including the following information:

- √ The provision(s) of the Jacksonville Ethics Code (Section 602) for which you have personal knowledge or information other than hearsay may have been violated;
- √ The facts and action(s) for which you have personal knowledge or information other than hearsay to support the violation(s) you allege, including the dates when the action(s) occurred;
- √ The names and contact information (e-mail address and telephone numbers) of persons you believe may be witnesses to the facts;
- √ A copy of the documents you mention in your statement or would assist in the investigation of this complaint; and
- √ Other evidence that supports your allegations.

**4. OATH**

State of Florida  
County of \_\_\_\_\_

I swear or affirm that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Original signature of person bringing complaint

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Officer Authorized to Administer Oaths or Notary Public

\_\_\_\_\_  
(Print, type or stamp commissioned name of Notary Public)

Personally know \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

# CITY OF JACKSONVILLE ETHICS COMMISSION

## COMPLAINT FORM: INSTRUCTIONS AND PROCEDURES

### **BACKGROUND**

The Jacksonville Ethics Commission was established by the Jacksonville City Council in Jacksonville Ordinance Code section 602.911. Per Ordinance Code section 602.921(a), the Jacksonville Ethics Commission “is authorized to receive, . . . investigate and issue findings” relating to any sworn written complaint alleging a violation of the Jacksonville Ethics Code (Chapter 602 of the Jacksonville Ordinance Code). The Ethics Commission has jurisdiction to address complaints related to the following circumstances:

- (1) Misuse or abuse of city position;
- (2) Conflicts of interest and secondary employment;
- (3) Prohibited gifts; and
- (4) Registration of lobbyists

Upon submission of a Complaint Form, the Director of the Office of Ethics, Compliance & Oversight shall review the Complaint Form to determine compliance with the following requirements:

- (1) only one person has been named as a Respondent in the Complaint Form;
- (2) the Complaint Form has been properly signed under oath by the person submitting the complaint and notarized; and
- (3) the Complaint Form sufficiently alleges facts which, if true, would constitute a violation of the Jacksonville Ethics Code (Chapter 602).

### **INSTRUCTIONS:**

PLEASE read the Ethics Commission Complaint Procedures prior to completing and submitting this Complaint Form to ensure compliance with the procedures. The Complaint Procedures can be found on the Ethics Office webpage at the following link:

<http://www.coj.net/departments/ethics-office/complaint-form>

**THIS COMPLAINT FORM MUST BE SIGNED UNDER OATH AND NOTARIZED (SEE PG 2).** For additional information or instructions on filing this complaint form, please contact the Ethics Office at (904) 255-5665 or via e-mail at [ethics@coj.net](mailto:ethics@coj.net)

The Ethics Commission’s records and proceedings in a case are confidential until the Ethics Commission dismisses a case or rules on probable cause. However, a copy of the complaint will be provided to the person against whom the complaint is brought within ten (10) days of receipt of the complaint.

### **SUBMISSION OF COMPLAINT FORM:**

Please deliver your completed Complaint Form either in person or by U.S. Mail to the Ethics Office at the address at the top of the Complaint Form. Mark the envelope “confidential.” You may also e-mail the Complaint Form to the Ethics Officer at [ethics@coj.net](mailto:ethics@coj.net) or bring it to a regularly scheduled Ethics Commission meeting (see Ethics Commission webpage at the following link for meeting dates: [http://www.coj.net/departments/ethics-commission/notices,-agendas-minutes-\(1\)](http://www.coj.net/departments/ethics-commission/notices,-agendas-minutes-(1)))