

**PALM BEACH COUNTY COMMISSION ON ETHICS**  
**300 North Dixie Highway, Suite 450, West Palm Beach, Florida 33401**  
**Hotline: 877-766-5920 or 561-355-1915**

**COMPLAINT FORM**

**1. Complainant (Person bringing Complaint) Add pages, if necessary.**

*Please list all information where you would like to be contacted. Our preference is email.*

Name: \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**2. Respondent (Person against whom complaint is made) Add pages, if necessary.**

*Please provide as much information as possible.*

Name: \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Title/Office Held or Sought: \_\_\_\_\_

**3. IF KNOWN, CHECK THE BOX OR BOXES THAT APPLY**

Allegation is against person in  
County/Municipal Government

Allegation is about County IO wplek cnl  
\*\*\*\*\*Whistleblower Retaliation

**4. STATEMENT OF FACTS BASED ON YOUR PERSONAL KNOWLEDGE**

In a separate attachment, please describe in detail the facts and actions that are the basis of your complaint, including the dates when the actions occurred. Also attach any relevant documents as well as names and contact information of persons who may be witnesses to the actions. If known, indicate the section of the ordinance you believe is being violated. For further instructions, see page 2 of this form.

**5. OATH**

I, the person bringing this complaint, do depose on oath or affirmation and say that the facts set forth in the foregoing complaint and attachments are true and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Person Making Complaint

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 2017, by

\_\_\_\_\_  
(Name of Person Making Statement)

who is personally known to me \_\_\_\_ or produced  
identification \_\_\_\_\_. Type of identification  
produced:

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public, State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

## COMPLAINT FORM INSTRUCTIONS

The Palm Beach County Board of County Commissioners through Ordinance 97-105 established the Palm Beach Commission on Ethics & Public Trust.

The Ethics Commission encourages persons with personal knowledge of suspected violations of ordinances within its jurisdiction to bring forth evidence in a legally sufficient complaint. **TO BE LEGALLY SUFFICIENT, THE COMPLAINT MUST MEET THE FOLLOWING CRITERIA:**

1. The complaint must allege a violation of any ordinance within the jurisdiction of the Ethics Commission.
2. The allegations must be based substantially on personal knowledge.
3. The complaint must be signed under oath or affirmation by the complaining person.
4. The alleged violation must have occurred after May 1, 2010 for a county employee/official or after June 1, 2011 for a municipal employee/official.

If known, please indicate within your complaint the name and/or subsection of the ordinance that may have been violated. The Ethics Commission has jurisdiction to hear complaints related to the following:

1. CODE OF ETHICS, ARTICLE XIII, SECTIONS 2-441 through 2-448  
(Ordinance no. 2033-031)
2. COMMISSION ON ETHICS, ARTICLE V, SECTIONS 2-254 through 2-260  
(Ordinance no. 2033-030)
3. LOBBYIST REGISTRATION, ARTICLE VIII, SECTIONS 2-351 through 2-357  
(Ordinance no. 2033- 05; )
4. POST EMPLOYMENT, ARTICLE VI, SECTIONS 2-141 through 2-146  
(Ordinance no. 88-30)

Within thirty (30) days after receipt of the complaint by the Ethics Commission, a copy shall be sent to the alleged violator.

A filing fee is not required, but costs and fees may be assessed against those who file frivolous complaints, as per Article V, sec. 2-260.

The completed complaint form, notarized and substantiated with relevant documents, if available, may be mailed or delivered in person to the Palm Beach County Commission on Ethics, 300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401.

**Do not contact Commissioners directly as any such communication may compromise the processing of the complaint or result in the recusal of the Commissioner.**

Additional information about the complaint process can be obtained by calling the hotline at 877-766-5920 or 561-355-1915 or by following the link to the Ethics Commission at [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com).