

# ETHICS COMPLAINT INSTRUCTIONS

Board of Ethics  
TOWN OF MILTON, COUNTY OF SARATOGA

## **STEP 1: ARE YOU THE WITNESS TO THE EVENTS?**

In order to proceed on any investigation, the Board of Ethics must receive a sworn complaint from the witness of events or activities that are believed to be violations of the Code of Ethics. Individuals cannot file complaints on behalf of other individuals.

## **STEP 2: WILL YOU TESTIFY?**

Upon receiving a properly completed form, the Board of Ethics will meet with the complainant to discuss specifics about the complaint. The Board of Ethics cannot proceed with a formal investigation based on an anonymous complaint.

## **STEP 3: IS MY COMPLAINT VALID?**

Please review the Code of Ethics prior to submitting your complaint. Verify that your complaint addresses one or more sections of the Code of Ethics. The Ethics Board may determine that additional or different codes were violated, however at least one specific section of the Code of Ethics must be referenced. Personal conduct matters are handled by the Personnel Committee.

## **STEP 4: FILL OUT THE SWORN COMPLAINT FORM AND SUBMIT.**

All complaint forms must be sworn in front of a registered notary of your choosing. Anonymous complaints or complaints not signed and notarized will not be considered. The complaint should be submitted in a sealed envelope addressed to the Ethics Board. Retain a copy of the completed, signed and notarized complaint for your records. Please keep the complaint confidential. (Refer to the confidentiality portion of the Frequently Asked Questions [FAQ's] section).

You may either drop off the complaint in person or mail it to:

Town of Milton  
Attn: Board of Ethics  
503 Geyser Road  
Ballston Spa, NY 12020  
CONFIDENTIAL