



# KETCHIKAN GATEWAY BOROUGH BOARD OF ETHICS

## ***CONFLICT OF INTEREST COMPLAINT FORM***

(a) Any person may file a complaint against any elected or appointed official alleging a violation of the provisions of this chapter [KGB Code, Chapter 5.37]. All complaints under this chapter shall be made in writing signed by the complainant affirming that to the best of that person's knowledge, information, and belief formed after reasonable inquiry, the facts stated in the complaint are true. The complainant shall identify the KGB Code section that was allegedly violated or how the complainant believes the KGB Code was violated, a description of the evidence, and the name of the complainant and contact information.

(b) A complaint must be filed within one (1) year of the alleged violation.

(c) A complaint shall be submitted to the borough clerk. If the complaint is regarding the borough clerk, the complaint shall be submitted to the borough attorney.

### **COMPLAINANT (*person filing complaint*) INFORMATION**

**Full Name** \_\_\_\_\_

**Residence Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Work Phone** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**Please explain your complaint, identifying the KGB Code section(s) you believe were violated or how you believe the KGB Code was violated. The KGB Code is available on the Borough's website at [www.borough.ketchikan.ak.us](http://www.borough.ketchikan.ak.us) , or in the Borough Clerk's Office, and at the Ketchikan Public Library.**

***Please see the back of this form for a Question and Answer format to assist you in providing the required information.***

**I hereby affirm that to the best of my knowledge, information, and belief formed after reasonable inquiry, the facts stated in the complaint are true.**

\_\_\_\_\_  
**Signature of Complainant**

\_\_\_\_\_  
**Date**

**OFFICIAL USE**

**Date Complaint Received:** \_\_\_\_\_

**Complaint Number:** \_\_\_\_\_

## ETHICS VIOLATION COMPLAINT

1. The issue or situation pending is:

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2. The parties and/or organizations involved are:

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3. The official or employee who is the subject of this complaint is: *(check any that apply)*

\_\_\_\_\_ An owner of \_\_\_\_\_ *(entity)*

\_\_\_\_\_ An employee of \_\_\_\_\_ *(entity)*

\_\_\_\_\_ Director or officer of \_\_\_\_\_ *(entity)*

\_\_\_\_\_ Related to a person (what relationship) \_\_\_\_\_

who is \_\_\_\_\_  
*(what the person is doing in relation to the borough or school district)*

4. How will the employee or official benefit financially by the outcome of this issue? *(Describe in plain terms. Use additional sheets if necessary.)*

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5. The way that the employee or official's participation may affect the interest is that if the issue is decided as follows: \_\_\_\_\_

the financial interest of \_\_\_\_\_

will be benefitted/damaged *(circle one)*. The benefit or damage is significant because: *(Explain how you believe the financial interest affected is significant. Attach additional sheets if necessary.)*

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6. This activity violates KGB Code Section(s): \_\_\_\_\_

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7. The violation occurred on \_\_\_\_\_, or during the period of \_\_\_\_\_ through \_\_\_\_\_.

8. Evidence of these actions is attached and additional evidence is available from *(names of persons with firsthand knowledge of the relevant facts)*.

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