

Suggestions on How to Prepare an Ethics Violation Complaint

1. Introduction

Begin with a short paragraph stating:

- Your identity.
 - That the submission is a **formal ethics complaint** under Local Law 10-2024.
 - A concise summary of the alleged violation.
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2. Subject Details

Identify the individual(s) involved:

- Full name(s), official title(s), and department or role.
 - Approximate date(s) of the alleged conduct.
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3. Description of the Alleged Violation

Structure your narrative clearly:

a. Specify the Relevant Ethical Standard

Align your allegation with the Code of Ethics by referencing:

- **§7-5** – Conflicts of Interest or Restricted Activities
- **§7-6** – Voting Conflicts
- **§7-7** – Gifts
- **§7-8** – Employment Restrictions
- **§7-9 & §7-9.1** – Political Activity and Nepotism

State which section the behavior allegedly violates.

b. Provide a Detailed Account

Include:

- **What** happened
- **Who** was involved
- **When** it occurred
- **Where** it took place

- **How** it violated the cited standard (e.g., personal gain, undisclosed interest, improper gift)
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4. Supporting Evidence

List any documentation or witnesses:

- Emails, memos
- Contracts, financial records
- Photographs, calendar entries
- Names of potential witnesses (if available)

Be specific—cite dates, documents, and roles.

5. Complaint Signature & Date

- Sign with your name and address.
 - Provide a date.
 - If comfortable, include additional contact details for follow-up.
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6. Formatting Tips

- **Use numbered or bulleted sections** (e.g., 1, 2a, 3b).
 - Keep language **clear and factual**—avoid opinions or speculation.
 - **Avoid emotive language**; focus on documented facts.
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7. Where to Send It

Submit a **signed, written** complaint to:

Ethics Board
Town of Chester
c/o Town Clerk
1786 Kings Highway
Chester, NY 10918

Mark the envelope “**Confidential – Ethics Board**”. You may also check the Town Clerk’s office for official submission procedures.