

Town of Henrietta, Board of Ethics
475 Calkins Road
Rochester, NY 14623

The Town of Henrietta Code of Ethics is found in Chapter 109-Ethics of the Henrietta Town Code at the following link <https://ecode360.com/8223207>. Article I of the Code defines the Applicability in Section 109-3 (the officers and employees of the Town) and the Standards of Conduct in Section 109-4.

Complaints or allegations to be reviewed by the Board of Ethics shall be made in writing to the Board of Ethics and 1) shall cite the specific provision of Article 1 of Chapter 109 which the complainant alleges to be violated and 2) shall concern a specific identifiable employee(s) or officer(s) of the Town.

Upon receipt of a written allegation, the Chairperson of the Board of Ethics will convene a meeting of the Board to consider whether to proceed with review. The Board will review the allegation and consider the following when determining whether to proceed with substantive further review of the allegation:

- a. Whether the allegation cites to and actually concerns a specific provision of Article 1 of Chapter 109,
- b. Whether the allegation concerns a specific identifiable employee(s) or officer(s) of the Town, and
- c. Whether the allegation contains at least a minimum amount of information reasonably sufficient to proceed with further review.

Please read Chapter 109-Ethics for the next steps after initial review.

The Board of Ethics understands the sensitivity of these matters and seeks to proceed with the utmost care in handling the same, all in accordance with applicable law, including, for example, law prohibiting illegal retaliation.

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SWORN COMPLAINT

The Town of Henrietta's Board of Ethics has jurisdiction to investigate potential violations of the Henrietta Code of Ethics §109, New York States Officers Law, and Civil Service Law as they apply to employees, officers and elected officials of the Town of Henrietta or any other persons as set forth in Chapter 109 of the Henrietta Town Code.

COMPLAINANT NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
PHONE _____
EMAIL _____
DATE _____
Are you a Town Employee?

Please provide a statement or description of the alleged violation of the Henrietta Code of Ethics §109, New York States Public Officers Law, or Civil Service Law including facts constituting a violation of the law(s) above, the identity of the individual(s) at issue and, if possible, a date, time, place of the alleged violation. Also note any documents or exhibits you are including in support of the allegations.

Name of Employee(s) and or Officer(s), and position held (if known):

Specific provision of Article 1 of Chapter 109-Ethics:

Statement or Description of alleged violation:

Has this matter been referred to any other agency? Yes No

If Yes, which agency? _____

Is there a pending legal action you are aware of? Yes No

If yes, where? _____

Initials _____

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I, _____, have read the foregoing complaint in its entirety, including any additional pages, and to the best of my knowledge, or based on information and belief, believe it to be true. I also understand the intentional submission of false information may constitute a crime punishable by fine or imprisonment, or both.

Signature

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SWORN COMPLAINT ADDITIONAL PAGE

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