**Complaint**

**This Complaint must be enclosed in a sealed envelope clearly marked: “CONFIDENTIAL: To be delivered unopened to the Chairman of the Southbury Ethics Commission.”**

**Submit by Hand-delivery or U.S. Postal Service (e-mail not accepted) to:**

**Town of Southbury Ethics Commission, c/o Town Clerk, 501 Main Street South, Southbury, CT 06488**

*Section J of the Code of Ethics requires the Commission to investigate complaints of violations of the Code by any Town Officer, employee or member of any board, commission or committee, whether elected or appointed, paid or unpaid, and whether full or part time.*

**Name and Phone:**

**Address:**

***(Failure to include your name and contact information is likely to limit the Commission’s ability to investigate your complaint because it will not be able to contact you for clarification of any questions concerning the complaint. The Connecticut Freedom of Information Act requires all complaints filed with the Commission to be made available to the general public upon request in the event that a determination of probable cause is made following a preliminary investigation of the complaint.)***

**Concisely, but in reasonable detail, please describe the violation you are concerned about below, or attach a statement describing it. You must identify the specific provision of the Town of Southbury Code of Ethics/Conflict of Interest Ordinance you believe has or possibly has been violated. If possible, please include the name and position of the Town Employee(s) or Officer(s) or Board, Commission or Committee Member(s) involved and give the details of any votes, actions or transactions involved and their financial interest in the matter or thing of value accepted by such individual(s) which might influence their behavior. Include dates, places and corroborating witnesses or documents, if any.**

***NOTICE***

**No complainant, respondent, witness, designated party or Board member may disclose to any third party any information learned from the investigation of a complaint without the consent of all respondents named in the complaint, unless a finding of probable cause is made following a preliminary investigation. By filing a complaint, the complainant agrees not to violate this requirement.**

**Description of Complaint:**