



CITY OF JACKSONVILLE ETHICS COMMISSION
117 W. Duval Street, Suite 225, Jacksonville, FL 32202
(904) 630-1015
ethics@coj.net

ETHICS COMPLAINT FORM AND INSTRUCTIONS

PLEASE NOTE: The Jacksonville Ethics Commission cannot intervene in general ethics issues or court cases. The Commission cannot accept anonymous complaints nor provide legal advice. The Commission does not have jurisdiction over state or federal officials and judges or to direct the actions of government agencies. The Commission also does not have jurisdiction over violations of the Florida Statutes, including state ethics laws, the Sunshine Law or Public Records Act.

BACKGROUND:

The Jacksonville Ethics Commission was established by the Jacksonville City Council in the City's Charter and Ordinance Code. The Ethics Commission is authorized per Jacksonville Ordinance Code section 602.921(a) "to receive, and to investigate and issue findings" relating to any sworn written complaint that alleges a violation of Chapter 602 of the Ordinance Code and is based on personal knowledge or information other than hearsay. The Ethics Commission has jurisdiction to address complaints related to the following circumstances as outlined in [the Jacksonville Ethics Code \(Chapter 602\)](#):

- (1) Misuse or abuse of City position, information and resources;
- (2) Conflicts of interest, secondary employment and post-employment restrictions;
- (3) Prohibited gifts; and
- (4) Registration of lobbyists

INSTRUCTIONS:

Complaints submitted to the Jacksonville Ethics Commission must comply with the following requirements to be considered by the Commission. A Complaint will be returned if it does not comply with all the requirements listed below. Upon submission of a Complaint, the Director of the Office of Ethics, Compliance & Oversight will review the Complaint to determine whether:

- (1) Only one real person (not a business, organization or public agency) has been named as a Respondent in the Complaint.
- (2) The Complaint sufficiently alleges facts which, if true, would constitute a violation of [the Jacksonville Ethics Code \(Chapter 602\)](#). See section 4 of Complaint form for further directions.
- (3) The allegation(s) are based on personal knowledge or information other than hearsay.
- (4) The Complaint has been properly signed under oath by the person submitting the Complaint and notarized.

PLEASE read the Ethics Commission Complaint Procedures prior to completing and submitting this Complaint form to ensure compliance with the procedures. The Complaint Procedures can be found on [the Ethics Office webpage \(click here for link to Complaint Procedures\)](#).

SUBMISSION OF COMPLAINT FORM:

Please deliver your completed Complaint form either in person or by U.S. Mail to the Ethics Office at the address at the top of the Complaint form. Mark the envelope "confidential." You may also e-mail the Complaint form to the Ethics Office at ethics@coj.net or bring it to a regularly scheduled Ethics Commission meeting ([see Ethics Commission webpage by clicking here for meeting dates](#)).

For additional information or instructions on filing this Complaint form, please contact the Ethics Office at (904) 255-5665 or via e-mail at ethics@coj.net.



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COMPLAINT FORM

1. PERSON BRINGING COMPLAINT (COMPLAINANT):

Name: _____ Telephone: _____
 Address: _____
 City: _____ County: _____ State: _____ Zip: _____

2. PERSON AGAINST WHOM COMPLAINT IS BROUGHT (RESPONDENT):

Use a separate complaint form for each person against whom you are filing a complaint. All Complaints are confidential until either dismissal or finding of probable cause, so please do not reference the filing of an ethics complaint against another person in your statement of facts.

Name: _____ Telephone: _____
 Address: _____
 City: _____ County: _____ State: _____ Zip: _____
 Title of office or position : _____

3. ALLEGATION REFERS TO (SELECT ALL THAT APPLY):

- Misuse or abuse of City position
- Conflicts of interest and secondary employment
- Prohibited gifts
- Registration of Lobbyists
- Post-Employment restrictions

4. STATEMENT OF FACTS:

In a separate attachment, please describe in detail each alleged offense, including the following:

- Please provide a full explanation of your Complaint, describing the facts and actions of the person named above and why you believe the person violated Chapter 602 of the local Ordinance Code.
- Please explain how you became aware of these facts because the Commission can only investigate complaints based on personal knowledge or information other than hearsay.
- Include relevant dates.
- Include the names and contact information of people whom you believe may be witnesses.
- Include copies of the documents you mention in your statement, but do not submit more than 15 pages, including this form. Please do not submit video or audio files, CDs, DVDs, flash drives or other electronic media; such material will not be considered part of the complaint and will be returned.

5. OATH:

I, _____,
 the person bringing this complaint, do swear or affirm that the facts set forth in the foregoing complaint and attachments thereto are true and correct to the best of my knowledge and belief.

SIGNATURE OF COMPLAINANT

STATE OF _____
 COUNTY OF _____
 Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ____ day of _____, 20____, by

 (Name of person making the statement)

 (Signature of Notary Public)

 (Print, type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification: _____