



**City of Minneapolis Ethical Practices Board**

**COMPLAINT OF VIOLATION OF THE ETHICS CODE**

This form may be used to submit a complaint to the Ethical Practices Board that alleges a violation of the City’s Ethics Code by any city employee, elected official, department head, or local official appointed by the mayor or city council to a board, commission or other instrumentality.

Some of the information sought on this form is private data under the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13. The data on this form will be maintained by the City of Minneapolis in accordance with the Minnesota Government Data Practices Act. The Board shall comply with the requirements of the Minnesota Data Practices Act. The existence and status of a complaint are public data. All other information regarding the complaint shall be private. The person making the complaint will be notified of the findings and recommendations to the extent permitted under the Minnesota Government Data Practices Act.

**Send completed form to:**                    **Ethics Officer**  
     **City of Minneapolis**  
     **350 South Fifth Street, Room 210**  
     **Minneapolis, MN 55415**

**If you have questions, call:**            **612/673-3230**

<b>Information about the Filer of the Complaint *</b>
Name of complaint filer:
Address:
Daytime phone number:
<small>* You may choose to file an anonymous complaint by leaving this section blank, but if anonymous, a full investigation of this matter may not be possible.</small>

<b>Identify the Person Who is the Subject of Your Complaint</b>
Name of person who is the subject of your complaint:
Address:
Office held:

<b>Identify the Provision of the Ethics Code Believed to Have Been Violated</b>
You may find the complete text of the City’s Ethics Code, Chapter 15 of the Minneapolis Code of Ordinances, on the City’s website at <a href="http://www.ci.minneapolis.mn.us/boards/general/boards-and-commissions_ethical-practices-bd">http://www.ci.minneapolis.mn.us/boards/general/boards-and-commissions_ethical-practices-bd</a> . You may also obtain a copy of the Ethics Code by calling the Ethics Officer at 612/673-3230.
Code provision(s) believed to have been violated:

<b>Nature of the Complaint</b>
Provide a statement of the facts known or believed by you to be true that form the basis of the complaint, including the approximate dates of the acts alleged. You may attach your statement on a separate sheet(s) of paper. Any further information that might support your allegations should be submitted with this complaint, including but not limited to, the names and addresses of other persons with personal knowledge of the facts alleged, documents or other evidentiary material.

<b>Certification*</b>				
I affirm that the facts stated in this complaint are true to the best of my knowledge.				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="text-align: center; border: none;">Signature of person filing the complaint</td> <td style="text-align: center; border: none;">Date</td> </tr> </table>	_____	_____	Signature of person filing the complaint	Date
_____	_____			
Signature of person filing the complaint	Date			
<small>* If you are filing an anonymous complaint a signature is not required.</small>				

**Investigation of Complaints**

**Elected Official, Department Head, Local Official appointed by the Mayor or City Council Board, Commission or other instrumentality**

Within a reasonable time from receipt of a complaint, the Ethics Officer shall forward a copy of the complaint and supporting materials to the subject of the complaint. The Ethics Officer shall make a preliminary evaluation of the complaint and any response provided by the subject of the complaint and shall report in writing to the Board findings and recommendation regarding whether the complaint establishes probable cause, and whether it should be dismissed or whether there should be further proceedings. If the Board determines that there is probable cause to believe that there has been a violation of the Ethics Code, the subject of the complaint shall be offered an opportunity for a hearing before the Board.

**Non-Appointed Employees**

Improper conduct of a non-appointed employee shall be reported to either the alleged violator's supervisor or department head or to the ethics officer. Conduct reported to the ethics officer shall be referred to the appropriate official for investigation. Once a situation is reported the supervisor or department head has a duty to immediately investigate the alleged violation. When the situation is resolved, the supervisor or department head shall notify the ethics officer of the report and resolution.

The complete rules of the Ethical Practices Board are available on the City's website at [http://www.ci.minneapolis.mn.us/boards/general/boards-and-commissions\\_ethical-practices-bd](http://www.ci.minneapolis.mn.us/boards/general/boards-and-commissions_ethical-practices-bd). You may also obtain a copy of the Ethics Code by calling the Ethics Officer at 612/673-3230.