

THE ETHICS HEARING BOARD

City of Pittsburgh

COMPLAINT FORM

Send completed form to:
Ethics Hearing Board
Room, 328, City-County Bldg.
Pittsburgh, PA 15219
(412) 255-8882

INSTRUCTIONS – Please see page 4 of this form.

1. Identify the person against whom you are filing this complaint.

Name _____

Office address _____

Phone: work _____ Email _____

Home _____

Position or Title _____

2. Please provide a concise statement of the conduct about which you are complaining and why you believe that the individual named-above may have violated the City of Pittsburgh provisions. Please make sure to include the date and time frame in which the conduct took place. You may attach additional pages if necessary.

I, _____, verify that the statements and averments of fact contained within the foregoing Complaint are true and correct to the best of my knowledge, information and belief. I understand that false statements made herein are subject to the penalties identified in 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Date _____

Signature

Print Name

NOTICE. Liability for Wrongful Use of the Code. A person who signs a complaint alleging an ethics violation against another is subject to liability for wrongful use of this Chapter of the Ethics Code if: (1) the Complaint was frivolous (filed in a grossly negligent manner, without basis in law or fact); or the person filing the Complaint discloses, or causes to be disclosed, that a Complaint against a person has been filed with the Board.

INSTRUCTIONS

1. Complete all sections of the complaint form. Incomplete forms will not be processed.
2. Give specific name and office address of the person about whom you are complaining. If you are complaining about more than one person, use a separate complaint form for each person. You may photocopy or reproduce this form if you need more forms.
3. Provide a detailed account of the activity that is alleged to be in violation of the Ethic Code. The Board's jurisdiction extends to public officials and employees of the City of Pittsburgh. Please insure that all allegations related to specific individuals.
4. Enclose records, documents, materials, etc., that support your allegations.
5. Please sign the form and print your name.
6. The Board may only investigate activities within the longer of either one (1) year of the alleged violation took place or ninety (90) days after you, the complainant, became aware of the alleged violation.

IMPORTANT

Any person filing a complaint with the Ethics Hearing Board should be aware of the following provisions of the Ethics Code:

Prohibited Retaliation

No public official or public employee shall discharge any official or employee or change his official rank, grade or compensation, or deny him a promotion or threaten to do so for filing a complaint with or providing information to the Commission or testifying in any Commission proceeding.

Confidentiality

The Board will keep information, records, and proceedings relating to preliminary inquiries and investigations confidential (this includes the identity of the Complainant, unless there has been a wrongful use of act as defined below). The Board may disclose information or records regarding a preliminary inquiry or investigation in relation to:

- Final orders of the Board which become public.
- Hearings conducted in public, as provided by law.
- Appeal of Board orders.
- Seeking the Advice of Legal Counsel.
- Consulting with a law enforcement official or agency for the purpose of initiating, participating in or responding to an investigation or prosecution by the law enforcement official or agency.
- Communicating with the Board or its staff in the course of an inquiry.
- Such other exceptions as the Board, by regulation may direct.

Wrongful Use

(a) A person who signs, or causes the signing of a complaint alleging a violation of the City provisions against another is subject to liability for wrongful use of this Chapter if:

(1) the complaint was frivolous*, (*filed in a grossly negligent manner without basis in law or fact); or without probable cause and made primarily for a purpose other than that of reporting a violation of the City provisions, or

(2) The person publically disclosed or caused to be disclosed that a complaint against a person had been filed with the Board.

(b) A person who signs a complaint alleging a violation of the City provisions has probable cause for doing so if he/she reasonably believes in the existence of the facts upon which the claim is based and either:

(1) Reasonably believes that under those facts the complaint may be valid under this Chapter; or

(2) Believes to this effect in reliance upon the advice of counsel, sought in good faith and given after full disclosure of all relevant facts within his/her knowledge and information.

(c) If a complainant is found to have engaged in a wrongful use of the Code, his/her identity may be disclosed to the subject of the complaint who may initiate proceedings to recover expenses, fees, losses and damages.