

**TOWN OF STRATFORD ETHICS COMMISSION**  
**Ethics Ordinance Complaint Form**

**1. Person filing this complaint (the complainant):**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

\_\_\_ Town employee    \_\_\_ Elected official    \_\_\_ Appointed official

NAME of Respondent: \_\_\_\_\_

**2. Statute of limitation:** No complaint may be made under this Code except within four (4) years after the violation alleged in the complaint has been committed.

**3. Listed below are the prohibited activities included in the Ethics Code (# 08-09) effective October 14, 2009. Please check the box(es) that you believe have been violated:**

**§5-27A. Conflict of Interest**

1. A public official or employee shall not use his or her official position or office in a manner which they know or have reason to believe may result in financial benefit not shared with a substantial segment of the town's population.

2. Incompatible employment

No public official or employee shall accept other employment which will either impair his or her independence of judgment as to his or her official duties or employment or require him or her or induce him or her to disclose confidential information acquired by him or her in the course of and by reason of his or her official duties.

3. Nepotism

a. No public official or employee shall appoint or hire an immediate family member or a related family member or member of his or her household for any type of employment with the Town.

b. No public official or employee may supervise or be in direct line of supervision over his or her immediate family.

c. Immediate family members of the Mayor, the Chief Administrative Officer, any member of the Town Council, any member of the Human Resources Department, any member of the Board of Education Central Administration Office and the elected Board of Education Members position bodies, may not be hired by the Town.

4. Confidential Information

a. No public official or employee shall willfully and knowingly disclose confidential information to advance:

i. The financial or other personal interest of himself or herself;

ii. Any other person required by him or her in the course of and by reason of his or her official duties or employment;

iii. Or use of any such information for the purpose of pecuniary gain.

b. No public official or employee shall use his or her position or any confidential information received through his or her position to obtain financial gain for himself or herself, immediate family, or a business with which he or she is associated.

**§ 5-27 B. Quid Pro Quo**

1. No person shall offer to give a public official or employee, or his or her household, or domestic partner, immediate family or a business with which he or she is associated, anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment, based on any understanding that a vote, official action or judgment of the public official or employee or candidate for public office would be or had been influenced thereby.

2. No public official or employee shall solicit or accept anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment based on any understanding that a vote, official action or judgment of the public official or employee would be or had been influenced thereby.

**□ § 5-27 C. Use of Town Resources**

No public official or employee shall request or permit himself or herself or others the use of town-owned or leased vehicles, equipment, materials or property for personal use, business or profit, except when such services are available to the public generally or permitted by agreement of the Town and are provided in conformance with established town policies for the use of such official, employee or other persons defined herein in the conduct of town business.

**□ §5-27 D. Preferential treatment**

Public officials and employees shall not offer or render preferential treatment to others in regard to town contracts on the basis of such factors as family ties, financial interest, or other personal interests.

**□ § 5-27 E. Prohibition against Contingent Fees; Exception for Retention of Counsel in Accordance with the Rules of Professional Responsibility of the Connecticut Bar Association**

Contingent Fees: Public officials and employee department heads shall not retain a person, to solicit or secure a contract with the Town upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. It shall be a violation of this Code for a person to be retained, or to retain a person, to solicit or secure a contract with the Town upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee. This provision shall not apply to full-time employees who, as a condition of their employment may be entitled to bonuses or other fees in accordance with their employment relationship. Notwithstanding the foregoing, the Town Attorney may retain counsel for purposes of representing the interests of the Town on the basis of contingency fees in accordance with the Rules of Professional Responsibility of the Connecticut Bar Association and the Town may retain State Marshals or Constables acting pursuant to the General Statutes.

**□ § 5-27 F. Disclosure of Actual or Potential Conflict of Interest, Disqualification**

- 1. Upon discovery of an actual or potential conflict of interest, a public official or employee shall state on the record, disclose the conflict and thereafter abstain from voting or otherwise participating in any further proceedings on such issue. The public official or employee may, at the same time, apply to the Ethics Commission, for an advisory opinion as to what further participation, if any, he or she may have in the transaction.
- 2. Recusal
  - a. A public official or employee must refrain from acting on or discussing, formally or informally, a matter before the Town, if acting on the matter, or failing to act on the matter, may personally or financially benefit any of the persons or entities listed in sections §5-27 A & B of this Code.
  - b. A public official or employee must refrain from acting or discussing, formally or informally, a matter involving a person who appointed or recommended him or her for that position, if he or she is aware of such appointment or recommendation.
  - c. If a board or agency member is requested to recuse himself or herself with respect to a matter, for the reason that he or she has a conflict of interest, by; another member, a party to the current matter, or a member of the public who may be affected by the decision relating to this matter, this member must decide whether to recuse himself of herself.
  - d. If the member decides not to recuse himself or herself, the unchallenged members must consider any relevant evidence concerning such claimed conflict of interest, as defined in this code, and vote whether or not to allow the request and require that the member refrain from participating in the matter.

**□ § 5-27 G. Political Solicitation**

A public official or employee shall not knowingly request, require or authorize anyone else to request, that any subordinate participate in an election campaign or make a political contribution. Nor may he or she engage in any political activity while on duty for the Town, with the use of town funds, supplies, vehicles, or facilities, or during any period of time during which he or she is normally expected to perform services for the Town, for which compensation is paid.

**☐ § 5-27 H. Patronage**

No public official or employee shall promise an appointment or the use of his or her influence to obtain an appointment to any position as reward for any political activity or contribution.

**☐ § 5-27 I. Duty to Disclosure**

All public officials and employees who have knowledge of violations of any provisions in this Code are to report those violations to the Ethics Commission with the exception of those individuals who are governed by recognized professional privilege. It shall be a violation of this Code for a person to falsely and maliciously charge, as found in the sole discretion of the Ethics Commission, another with violations of this Code.

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**4.** Attach a document stating your complaint and specify the acts or activity that you believe to be in violation of Town Code; describing in detail the circumstances and events surrounding the complaint.

**5.** Evidence or documentation that supports your complaint must be attached.

**6.** This form needs to be notarized. Seal and return this form with all of the attachments to the Ethics Commission in care of the Office of the Town Clerk, 2725 Main Street--Room 101, Stratford, CT 06615

**7.** I, \_\_\_\_\_, being duly sworn, do hereby state that I am the complainant herein, and that I have read the foregoing complaint and know the contents thereof and that the same is true, and that the said complaint is hereby made upon my own personal knowledge, except to the matters therein stated on information and belief and that as to these matters I believe the same to be true.

*False statements made intending to mislead a Public Servant are punishable under law--Connecticut General Statutes § 53a-157 (Class A Misdemeanor).*

Dated at \_\_\_\_\_, Connecticut, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witnesses: \_\_\_\_\_

Complainant's Signature \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Commissioner of the Superior Court/Notary Public

**The Ethics Commission will negate any complaint filed with the Commission if the complainant(s) disclose information about the complaint and/or respondent (person accused of violation) during the confidentiality phase of the investigation period through the media or other individuals that results in public knowledge of complaint filing.**