



INSTRUCTIONS FOR USING THE COMPLAINT FORM

INTRODUCTION

The Ethics Review Commission of the City of El Paso exists pursuant to Section 3.20 A of the El Paso City Charter and Chapter 2.92 of the El Paso City Code (Ethics Ordinance). It was established for the purpose of acting as an advisory body to the Mayor and City Council on matters concerning ethics in the government of the City of El Paso. The Commission is authorized to investigate and act upon complaints filed against City officers and City employees, as defined in the Ethics Ordinance. The Commission is composed of nine citizens, one each appointed by the Mayor and each City Representative, who serve staggered two-year terms. The meetings of the Commission are open to the Public.

PROCEDURE:

A. Individuals may file complaints with the Ethics Review Commission by submitting a complaint on the Commission's complaint form. The complaint must be sworn to upon oath and filed with the El Paso City Clerk, first floor, City Hall, 300 N. Campbell Street, El Paso, TX 79901.

B. Each line of the form must be completed in order to provide the information required under Section 2.92.080. The complaint must include the specific provision of the Ethics Ordinance that is alleged to have been violated, as well as a statement of the facts constituting the alleged violation. The Ethics Ordinance is available on the City's website on the City Attorney's webpage, at <http://www.elpasotexas.gov/city-attorney/ethics>, or you may contact the Office of the City Attorney, second floor, City Hall, to obtain a copy.

C. The City Clerk's Office reviews each complaint to ensure that it is properly notarized and is required to reject any complaint that is not notarized. Once filed, the City Clerk's Office forwards each complaint to the City Attorney's Office.

D. The City Attorney's Office shall provide notice to the parties of all complaints that are filed, and within 20 days of the filing, refer complaints to the Ethics Review Commission, dismiss complaints that are improperly filed, or request additional information from the complainant if the complaint is deficient and as a result, the City Attorney's Office cannot make a meaningful review of the complaint and determination regarding the appropriate disposition of the complaint. If it is determined that the matter is outside of the jurisdiction or authority of the Ethics Review Commission, no action can or will be taken by the Commission regarding the complaint.

E. You will be notified in writing as to the action taken on your complaint and if the matter is referred to the Ethics Review Commission or one of its panels. You and every person named of the complaint will be advised of the date, time and location of every meeting of the Commission regarding the complaint. You will be asked to attend these meetings and testify before the Commission during a public meeting, in accordance with the procedures for hearing established in the Ethics Ordinance and by the chair of the Commission.



City of El Paso Ethics Review Commission Complaint Form

Please refer to the instructions accompanying this form for assistance in filling out this form and filing it with the City Clerk's Office. A complaint may be filed against a City officer or City employee for their acts or omissions, as regulated in Section 2.92.050 of the Ethics Ordinance. A "City officer" is a member of the City Council and the members of most of the boards and commissions of the City. A "City employee" is a person employed and paid a salary by the City, but does not include an independent contractor or city council member. For purposes of the ethics ordinance and for no other purpose, the term employee includes volunteers who provide services to the City.

Individual Filing Complaint	Title _____	First Name _____	Last Name _____
Contact Information	Address/PO Box _____		Apartment or Suite Number _____
	City _____	State _____	Zip Code _____
	Email Address _____		Phone Number _____
Person Complained Against	Title _____	First Name _____	Last Name _____
	City Office, Department, and /or Commission _____		
Person Complained Against Contact Information	Address/PO Box _____		Apartment or Suite Number _____
	City _____	State _____	Zip Code _____
	Email Address _____		Phone Number _____



The Ethics Review Commission has jurisdiction to hear complaints alleging violation(s) of the following provisions:

[2.92.040 - Gifts.](#)

[2.92.050 - Standards of conduct.](#)

[2.92.060 - Restrictions.](#)

[2.92.070 - Reporting requirements.](#)

[2.92.100 - Campaign finances.](#)

[2.92.110 - Disclosure of campaign contributions.](#)

Section of the Ordinance Violated	Date of Alleged Violation
Actions Alleged to be a Violation	
Witnesses or Evidence that Would be Presented (Optional)	