



TIME STAMP

**CITY OF CHULA VISTA  
BOARD OF ETHICS**

**COMPLAINT FORM**

Please print or type. This form may be completed and filed with the City Clerk at 276 Fourth Avenue, Chula Vista, CA 91910. See reverse side of form for additional information.

COMPLAINANT'S NAME	DAYTIME PHONE (     )
COMPLAINANT'S ADDRESS	ALTERNATE PHONE (     )
CITY    ZIP	DATE AND TIME OF INCIDENT
LOCATION OF INCIDENT	
NAME OF CITY OFFICIAL(S)	
NARRATIVE OF COMPLAINT	
	CONTINUED ON ADDITIONAL SHEETS <input type="checkbox"/>

**CERTIFICATION:**

I declare that the statements made on this form, as well as any attached statements of my own, are true and correct to the best of my knowledge and belief. This declaration is made under penalty of perjury, under the laws of the State of California.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## BOARD OF ETHICS

### CODE OF ETHICS

To establish ethical standards of conduct for public officials, the City of Chula Vista enacted a Code of Ethics. The Code requires public officials to:

- Observe a high standard of morality
- Faithfully discharge the duties of office
- Adhere to rules and laws
- Treat others fairly and equally

Public officials are prohibited from:

- Exceeding their authority
- Using their position for personal gain
- Divulging confidential information
- Making false statements about members of the City Council or other City employees
- Misusing City resources

The term public official means any member of the City Council, City Manager, City Attorney, City Clerk, members of Boards and Commissions as well as ex City officials who were subject to the Conflict of Interest Code.

Additionally, certain public officials may not, within one year of leaving their position, represent others in actions before the City, nor be employed by entities

receiving a majority of their funding from the City.

The full text of the Code may be found in Chapter 2.28 of the Municipal Code.

### BOARD OF ETHICS

The Board of Ethics advises the City Council on implementation of the Code of Ethics. The Board is authorized to receive complaints, conduct investigations upon complaints or information received, hold hearings, swear witnesses, render advisory opinions, and adopt rules of procedure for the conduct of its business.

### COMPLAINTS

Complaints alleging a violation of the Code of Ethics may be made by filing this complaint form with the City Clerk's Office. The City Clerk will forward the complaint to the Board of Ethics. Complaints must be in writing, contain the full allegation of facts, and be signed under penalty of perjury. Complaints must be filed within 60 days of the alleged violation. (CVMV 2.28.090)

Once a complaint is received, the Board of Ethics will determine if probable cause exists to believe a violation has occurred. If so, an investigation may be conducted. The Board has the authority to subpoena

witnesses, and compel the production of evidence.

If a determination is made that the allegation lacks probable cause to proceed, the complaint may be dismissed, and the parties will be so notified.

### MEETINGS

Meetings of the Board of Ethics are open to the public, and persons wishing to address the Board may do so at these meetings. Meeting dates are posted in advance in the City Clerk's Office.

### ADDITIONAL INFORMATION

For additional information on filing a complaint, or for additional information on the Board of Ethics, please do not hesitate to contact Joyce Malveaux, Board of Ethics Secretary at (619) 409-5960.

"The Chula Vista Board of Ethics is committed to honor the public trust by promoting ethical values and monitoring ethical standards in all aspects of City government."