

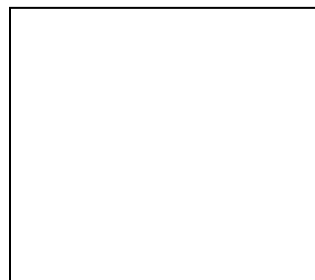
Ethics Complaint Against Borough Employee

Kenai Peninsula Borough

Office of Human Resources

144 N. Binkley Street
Soldotna, Alaska 99669-7599

Phone: (907) 714-2130
Fax: (907) 714-2396



For Official Use Only

The information included in this complaint is CONFIDENTIAL except as necessary to carry out the duties as specifically identified in KPB 2.90.310

GOVERNING ORDINANCES AND POLICIES

KPB 2.90.280 – 2.90.310 describe the process and requirements to file an ethics complaint against a borough employee.

1. All complaints under this section shall be in writing and signed and sworn under oath by the complainant.
2. The complaint shall be submitted to the Director of Human Resources. The complaint may be filed with the mayor if the Director of Human Resources is the subject of the complaint.
3. At the conclusion of the investigation, the Director of Human Resources shall prepare a written report including:
 - A. investigation summary;
 - B. recommendations of action as deemed appropriate.
4. The report shall be delivered to the subject of the complaint, the mayor, and borough attorney.
5. Action on complaints and investigations shall be completed within 90 days of filing the complaint unless good cause is shown for a 30-day extension and approved by the mayor.
6. Any employee found to have publicly disclosed any information relating to an investigation or findings, unless such disclosure is otherwise permitted, shall be subject to discipline up to and including dismissal from employment.

* General Services Director updated to Director of Human Resources to reflect the Kenai Peninsula Borough Code of Ordinances

Name of employee complaint is filed against: _____

Please include the specific violation(s) of the Code of Ethics that you believe have been breached. Dates, times, places, and other details will assist in making the correct and just decision.

Summary of potential violation or conflict:

Are there documents or other items specific to the complaint? If yes, please describe:

Do you request your name be kept confidential? ☐ Yes ☐ No

I have read the foregoing complaint, know the contents thereof, and the same are true and accurate to the best of my knowledge and belief.

Complainant signature: _____ Date: _____

Printed name of complainant: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Signature of Notary Public, State of Alaska

My commission expires: _____

(NOTARY SEAL)

FORM ROUTING:

_____ **Director of Human Resources**