

## Guidance Letter – Board of Ethics Complaint Form

Any person may file an ethics complaint if he/she believes that an elected official, public officer or employee of the Village of Niles has violated a specific act or acts of Article VIII. – Public Employees Ethics Act found in the Village of Niles Code of Ordinances at <http://library.municode.com/index.aspx?clientId=11092>.

It is not enough for you (complainant) to merely allege that an elected official, public officer or employee of the Village of Niles has acted improperly. In order for your complaint to be fully evaluated, you must set forth specific and credible information and facts supporting your belief that the Public Employees Ethics Act has been violated. This means that you should use this complaint form to set forth specific facts concerning the source of your information, the time and place of the possibly improper conduct, and the names and contact information for any possible witnesses. The degree to which the Village is able to investigate your complaint will increase based on how much specific information you are able to provide.

Although you can, if you choose, file this complaint without disclosing your name; please understand that if you choose to do so, the ability to fully investigate your complaint may be affected. You are urged to consider including your name and contact information on this form so that your concerns can be fully investigated.

Although this form is not required in order for you to file a complaint, we ask that you use this form since it will assist the Board of Ethics in any investigation.

Section 2-409 of the Code of Ethics states, “It shall be a violation of this Code of Ethics for any covered employee to knowingly engage in the following conduct”

- Intentionally and in bad faith make a false report alleging a violation of any provision of this Code of Ethics.
- Intentionally and in bad faith obstruct or attempt to obstruct the implementation of this Code of Ethics or an investigation of any alleged violation of this Code of Ethics.

This complaint form should be completed with the Village Inspector General either by email, US Mail or in person.

[niles.hotline@gmail.com](mailto:niles.hotline@gmail.com)

■  
ATTN: Inspector General  
1000 Civic Center Dr.  
Niles, Illinois 60714

■  
Niles Ethics Hotline  
(888) 372-3986



# Village of Niles Board of Ethics Complaint Form

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Person Accused (respondent): \_\_\_\_\_

Village Position of Person Accused: \_\_\_\_\_

Approximate Date of Possible Violation: \_\_\_\_\_

Location of Possible Violation: \_\_\_\_\_

If Known, State Specific Ethics Ordinance Provisions Violated:

[\(ARTICLE VIII. - PUBLIC EMPLOYEES ACT\)](#)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Describe the Unethical Conduct That Constitutes a Violation Along with Facts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please Return Completed Form to the Inspector General or Email Form to  
[niles.hotline@gmail.com](mailto:niles.hotline@gmail.com)*