

## **Filing A Complaint**

Any person may file a complaint with the Ethics Board regarding the conduct of a Town officer or employee who may be in violation of the Town of Bethlehem Ethics Code, Article 18 of New York's General Municipal Law or state law. Complaints may be addressed to the Ethics Board Chair at Bethlehem Town Hall, 445 Delaware Ave. Delmar, NY 12054. Complaints may also be sent by email to the Ethics Board at [EthicsBoard@townofbethlehem.org](mailto:EthicsBoard@townofbethlehem.org). In either case, please utilize the fillable form [here](#). (Please note, this form is in PDF format and requires Adobe Reader to utilize the fill-in feature. If you do not have Adobe Reader, it can be obtained for free at <https://get.adobe.com/reader>.)

## **Complaint Requirements**

The conduct alleged must have occurred less than one year prior to the filing of the complaint.

The complaint must be directed to the Ethic Board Chair in writing and signed by the complainant to include an address or other contact information. The complaint must set forth in reasonable detail the specific conduct alleged to be unethical or illegal along with any documentation to support the facts alleged. The complaint should also include the identities of and contact information for third persons that may have information relevant to the complaint.

## **Confidentiality**

Except as otherwise required by law, all records of the Ethics Board, including those pertaining to complaints, investigations and deliberations shall remain confidential. No officer or employee may be penalized by the Town for submitting a complaint to the Ethics Board unless it is determined such complaint was submitted without adequate basis and in bad faith.