

MEADE COUNTY ETHICS COMMISSION COMPLAINT PROCEDURE

The MEADE County Ethics Committee hereby adopts the following procedure for handling of complaints received pursuant to the MEADE County Ethics Ordinance.

- 1) Upon receipt of a duly executed complaint, or upon a complaint initiated by the Commission's own motion, The Commission, through its Chair, shall assign the complaint a case number using the following system: YEAR-E-DATE RECEIVED. (For example, if a complaint were received on February 1, 2021, then the case number attached would be 21-E-0221. In the event multiple complaints are received on the same day, a trailer number will be assigned, i.e 21-E-0221-01; 21-E-0221-02, and so on.)
- 2) No later than 10 days after receipt of the complaint, the Commission, through its Chair, shall initiate a preliminary inquiry into the alleged violation of the Ethics Ordinance.
- 3) The Commission, through its Chair, shall forward a copy of the complaint and the applicable code provisions to the party alleged to be in violation within 7 days of its initiation of an inquiry.
- 4) If the Commission determines during the preliminary investigation that the complaint fails to allege sufficient facts to constitute an Ethics Code violation, the Commission shall immediately terminate the inquiry and notify, in writing, both the complaining party and the person alleged to have committed the violation of the Commission's decision to dismiss the complaint.
- 5) If the Commission determines during the preliminary investigation that there is probable cause to believe an ethics violation has occurred, it shall notify the party alleged to be in violation of the finding and set a hearing. The person shall have the right to be represented by counsel, to appear and be heard under oath, and to offer evidence in response to the allegations.