

## FILING A COMPLAINT

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***Pursuant to §8.01 of the Ethics Code, the penalties for knowingly filing a FRIVOLOUS ETHICS COMPLAINT include imposition of civil fines, payment of attorney's fees, referral for prosecution, and any other sanction allowed by law.***

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“The Texas Whistleblower Act prohibits a city from taking an adverse employment action against an employee who “in good faith reports a violation of law by the employing [city] or another public employee to an appropriate law enforcement authority.”

Under the Act, a report is made to an appropriate law enforcement authority if the authority is a part of a state or local governmental entity or of the federal government that the employee in *good faith* believes is authorized to: (1) regulate under or enforce the law alleged to be violated in the report; or (2) investigate or prosecute a violation of criminal law.

**Any person who believes in good faith that there has been a violation of the ethics code may file a sworn complaint.**

**An ethics complaint must be filed with the Ethics Compliance Officer by sending it certified mail to the City Attorney's Office at P.O. Box 579, Laredo, Texas 78042-0579 or by hand delivery to 1110 Houston, Third Floor, Laredo, Texas 78042.**

**Complaints shall be reviewed by the Ethics Compliance Officer for legal sufficiency. A copy of the complaint will be promptly forwarded to the Ethics Commission and the person named in the complaint.**

**Please note, the Ethics Commission cannot consider anonymous complaints or any alleged violation that occurred more than two years prior to the date of the filing of a complaint.**

**You may contact at the City Attorney's Office at (956) 791-7319 with questions about making a formal complaint. For specific information about hearings, sanctions or other procedural issues about the complaint process, please refer to Division 8 the Ethics Code.**





STATE OF TEXAS

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COUNTY OF WEBB

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BEFORE ME, the undersigned authority, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared, \_\_\_\_\_, known to me to be the person whose name is subscribed hereto, and being duly sworn stated that he/she has personal know:

“I certify that I have read this compliant, I fully understand its contents, and I declare under penalty of perjury under the laws of the State of Texas (Texas Penal Code, § 37.02), that the foregoing statements and photocopies of attached documents are true and correct. I understand that a copy of this complaint will be sent to the Chair of the Ethics Commission and to the individual charged in this complaint and that all papers and communications relating to this complaint must be treated as confidential to the extent allowed by law.”

\_\_\_\_\_  
(SIGNATURE)

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

NOTARY SEAL

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Upon completion of ALL sections of this Complaint Form, hand-deliver or send by certified mail with any attachments to:

Office of the City Attorney  
City of Laredo  
P.O. Box 579  
1110 Houston  
Laredo, TX 7804-0579

Should you have any questions concerning this form or require additional information on the complaint process, please contact the City Attorney’s Office at (956) 791-7319.