



Instructions for Filing a Code of Ethics Complaint:

1. **Obtain a complaint form.**

The El Paso County Ethics Commission requires all ethics complaints to be completed using an official ethics complaint form. **NO EXCEPTIONS.** The form is available for pick up at the El Paso County Ethics Commission, 800 E. Overland, Suite 223, El Paso, Texas 79901. A link to the form is also available on the El Paso County website (<http://www.epcounty.com/ethicscom/>).

2. **Complete a complaint form.**

The ethics complaint form must include your name, physical address, mailing address, phone number, and email address (if applicable), along with the names, titles and addresses of alleged violators of the El Paso County Code of Ethics. **COMPLAINTS MAY ONLY BE FILED AGAINST COUNTY OFFICIALS AND EMPLOYEES AS DEFINED IN THE CODE OF ETHICS.** You must also provide a statement detailing the facts of your complaint and list the Ethics Code provisions you allege have been violated. Any supporting documentation can be included and additional pages may be attached if you run out of space on the complaint form. Be specific and include dates or time periods when the alleged violations occurred.

3. **Sign the complaint.**

When you sign the El Paso County Ethics complaint, you are actually giving a **sworn statement**. You must sign the complaint in the presence of a notary public and have your signature notarized. A notary public is available at the Ethics Commission office. You must present a photo ID to have your complaint notarized.

4. **Mail/Deliver the complaint.**

Mail/deliver the completed complaint form and supporting documentation to the El Paso County Ethics Commission 800 E. Overland, Rm. 223 El Paso Texas 79901. Save a copy for your records.

Under Texas law (T.L.G.C § 161.205), filing a frivolous or bad faith ethics complaint can result in a civil penalty of up to \$4000.00.