



# City of Phoenix

Time Stamp

City Clerk's Office Use Only

Ethics Inquiry Number: EC - \_\_\_\_\_

Date Filed: \_\_\_\_\_

Date Forwarded to Ethics Commission: \_\_\_\_\_

Ethics Commission Meeting Date: \_\_\_\_\_

## ETHICS INQUIRY FORM

Name of Public Official \_\_\_\_\_

Elected Official: /\_\_ / Mayor      /\_\_ / Councilmember / District \_\_\_\_

Board / Commission Member: \_\_\_\_\_  
(Name of Board or Commission)

Month / Year when Conduct Occurred \_\_\_\_\_

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\_\_\_\_\_  
Person Filing Inquiry

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

\_\_\_\_\_  
Mailing Address (Number, Street, Unit)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone

Under penalty of perjury, I affirm that I am a City of Phoenix resident and that the attached statement in support of this inquiry is based on my personal knowledge of the events and is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This form must be filed with the Phoenix City Clerk's Office  
In person at 200 W. Washington St., 15<sup>th</sup> Floor, Phoenix, AZ 85003 OR  
as an attachment to an email to: [clk.director@phoenix.gov](mailto:clk.director@phoenix.gov)**



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## Instructions for Ethics Commission Request for Ethics Inquiry

### **Background:**

The City of Phoenix Ethics Commission is established to initiate proceedings, conduct an initial evaluation, and if necessary, investigate, proceed with a formal hearing, and recommend action to the Mayor and City Council related to alleged ethics or gift policy violations by a City Council member (“Elected Official”) or City of Phoenix board, commission, committee or task force member (“Board Member”). The City of Phoenix ethics and gift policy violations are detailed under Phoenix City Code Section 2-52 (*City of Phoenix ethics and gift policies*) and Section 2-53 (*City of Phoenix Ethics Commission; ethics or gift policy violations by elected officials or board members*).

A Phoenix resident who is directly aggrieved by an act or failure to act of an elected official or board member may file with the Phoenix City Clerk a written, Ethics Inquiry Form containing specific allegations of an Ethics Policy violated by an Elected Official or Board Member. The resident must certify to the truth of the allegations under penalty of perjury and acknowledge that a frivolous request for Ethics Inquiry may result in the award of sanctions against the resident. The Phoenix City Clerk shall not accept the submission of an anonymous request for Ethics Inquiry.

### **Complete the Form:**

Complete the inquiry form and include the following information along with the completed form. The information you provide will be used to evaluate and investigate the allegation.

1. Provide a written statement of the violation including what happened and any important details to explain where or when it happened, how it happened, and who was involved.
2. Provide a clear and complete copy of any supporting documents.

The completed form and all documents need to be delivered to the City of Phoenix City Clerk Department located at City Hall, 200 W. Washington St., on the 15<sup>th</sup> Floor or submitted by email to the City Clerk’s Office to: [clk.director@phoenix.gov](mailto:clk.director@phoenix.gov).

### **Next Steps:**

Within five days from the date the request for Ethics Inquiry is filed with the City Clerk, the Ethics Inquiry will be referred to the Ethics Commission for initial evaluation at the Ethics Commission’s next available meeting, and a copy will be sent to the resident.

### **Public Records:**

All records related to the Request for Inquiry will be made public in accordance with Arizona law after the Ethics Commission votes in open session to either: (i) dismiss the request for Ethics Inquiry in whole after an initial evaluation; or (ii) make a final recommendation to the Phoenix City Council related to the request for Ethics Inquiry pursuant to City Code 2-53(K).