



City of Phoenix

[Time Stamp]

City Clerk's Office Use Only

Ethics Inquiry Number: EC - _____

Date Filed: _____

Date Forwarded to Ethics Commission: _____

Date of Ethics Commission Meeting (referred to): _____

Date Sent to Respondent: _____

ETHICS REQUEST FOR INQUIRY FORM

Name of Public Official: _____ Month/Year Conduct Occurred _____, 20____

Elected Official: ☐ Mayor: ☐ Councilmember / District No: _____

☐ Board / Commission: _____
(Name of Board / Commission)

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 or that I am directly aggrieved by an act or the failure to act of an elected official or board member; 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; and, I acknowledge that a frivolous Request for Inquiry may result in the award of sanctions against me.

Person Filing Inquiry - Signature

Date

Notary (Required)

State of Arizona

County of _____

On this _____ day of _____, 20____, before me personally appeared _____
(name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed this document.

(seal)

Notary Public

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



City of Phoenix

Instructions for Ethics Commission Request for Ethics Inquiry

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 or person 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, **notarized** Ethics Request for Inquiry Form containing specific allegations of an Ethics Policy violated by an Elected Official or Board Member. The person filing the Request for Inquiry Form must certify the truth of the allegations under penalty of perjury and acknowledge that a frivolous request for Ethics Request for Inquiry may result in the award of sanctions against the resident. The Phoenix City Clerk shall not accept the submission of an anonymous Ethics Request for Inquiry Form.

Complete the Form:

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

1. **Provide a written statement of the specific ethics violation alleged, including what happened, any important details to explain where or when it happened, how it happened, who was involved, and how the information provided constitutes an ethics violation.**
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 15th Floor or submitted by email to the City Clerk's Office to: clk.director@phoenix.gov. Any materials received during non-business hours (when the City Clerk's Office is closed) will be considered filed on the next business day.

Next Steps:

Within five days from the date the Ethics Request for Inquiry Form is filed with the City Clerk, the Ethics Request for 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 Respondent.

Public Records:

Once filed and assigned a matter number, all matters filed with the Ethics Commission are considered confidential. All records related to the Ethics Request for Inquiry will be made public in accordance with Arizona law only after the Ethics Commission votes in open session to either: (i) dismiss the Ethics Request for Inquiry in whole after an initial evaluation; or (ii) make a final recommendation to the Phoenix City Council related to the Ethics Request for Inquiry pursuant to City Code 2-53(K).