



King County
Office of the Ombuds
516 Third Avenue, Room W-1039
Seattle, WA 98104
Telephone: 206-477-1050 Fax: 206-296-0948

Ethics Complaint Filing Guidelines

Please read before completing the ethics complaint form. Please contact the Ombuds Office if you have any questions about how to complete the ethics complaint form.

I. Respondent(s) name and position

- A respondent is the person against whom an ethics complaint is filed or an investigation is conducted. Identify the person(s) against whom this complaint is being filed.
- Be sure to also describe the relationship between the respondent(s) and King County government (e.g., employee, former employee, board member, board member, consultant, etc).

II. Section of ethics code allegedly violated

Please state explicitly in the space provided the specific section(s) of the ethics code you believe has been violated by the respondent.

III. Alleged violation of the ethics code

In filing an ethics complaint, you must state the specific basis for your belief that the respondent(s) violated the ethics code. Please include the following:

- Please state as accurately as possible the factual basis for this complaint, including such details as names, dates, times, places, and events relevant to the alleged violation(s);
- Please refer to the attached copy of the ethics code and identify which section you believe was violated;
- The role of the respondent(s);
- The names of any individuals who may have witnessed, or have knowledge of, the alleged violation;
- Attach any documents which would corroborate your allegation(s), or describe any documents or other evidence you believe would assist us in our investigation.

IV. Complainant Declaration

This section must be completed and signed by the complainant in order for an investigation to be initiated by the Ombuds as directed by the ethics code [KCC 3.04.055(B)].

V. Request for non-disclosure

By signing in this section, you are requesting that in the event the Ombuds Office receives a public disclosure request for your complaint your name not be disclosed, pursuant to the provisions of KCC 3.04.055(B) and RCW 42.56.240(2).