

THE CITY OF ESSEX JUNCTION

PROCESS FOR INVESTIGATION AND ENFORCEMENT OF ETHICAL VIOLATIONS

1. Reporting Violations

- **Who Can Report:** Any employee, official, or member of the public.
- **How to Report:**
 - Submit a complaint using the City of Essex Junction Ethics Complaint Form via email to the Human Resources Director.
 - Alternatively, use the VT State Municipal Ethics Commission Complaint Form, available here: [FORM HERE](#). The Vermont State Ethics Commission is a non-partisan, independent State agency empowered to accept, review, refer, and track complaints related to ethical conduct in State and municipal government.
 - If there are alleged violations of the Vermont Municipal Code of Ethics. 3 V.S.A. § 1223(b), the complaint should be made to the VT State Municipal Ethics Commission using the form above.

For complaints reported to the City of Essex Junction, this is the process:

2. Initial Review

- **Who Reviews:** Human Resources Director
- **What Happens:**
 - Check if the complaint is valid and under the policy's scope.
 - Decide if an investigation is needed or dismiss the case with an explanation.
 - The HR Director will seek advice if needed from the State Municipal Ethics Commission in making these determinations.

3. Investigation

- **Who Investigates:** A neutral investigator or team.
- **Steps:**
 - Collect evidence and talk to involved parties.
 - Keep everything confidential as much as possible.
 - Wrap up within 30 days, if possible.

4. Findings and Actions

- **What Happens Next:**
 - Investigator presents findings to the City Council designee or City Manager depending on who has filed a complaint. A complaint against an employee is investigated by the City Manager and a complaint against an official is investigated by the City Council designee.
 - The City Council designee or City Manager decides on actions, which could include warnings, training, suspension, or other penalties.
- **Notification:** Inform the accused and complainant about the decision.

5. Appeals

- **How to Appeal:**
 - The accused can appeal within 10 days,
 - Either the City Council or City Manager reviews the case and makes the final decision.

6. Recordkeeping

- Save all reports and decisions securely while following confidentiality and public record laws.