



FILING A COMPLAINT WITH THE OLD BRIDGE TOWNSHIP
ETHICAL STANDARDS BOARD

The attached official complaint form is the suggested means of submitting a complaint alleging a violation of the Old Bridge Township Code of Ethics. This form, along with the Old Bridge Township Code of Ethics, is available at the Municipal Clerk's Office. Please read the Code of Ethics carefully, explain why you believe the Code of Ethics has been violated, cite the relevant section(s) of the Code (if known to you), sign and date the Complaint, attach any supporting documentation, and send your Complaint with attachments to:

Attn: Old Bridge Township Ethical Standards Board
c/o Township Clerk
Township of Old Bridge
1 Old Bridge Plaza
Old Bridge, NJ 08857

Receipt of your Complaint by the Ethical Standards Board will be acknowledged in writing within thirty (30) days of receipt or as soon thereafter as practicable. The Ethical Standards Board will conduct a preliminary investigation as to whether your Complaint is outside its jurisdiction, frivolous, or without any factual basis and will notify you and the person(s) against whom the Complaint is filed as to their initial findings.

After its preliminary investigation, if the Ethical Standards Board concludes that the Complaint is not outside its jurisdiction, frivolous, or without factual basis, the Board shall conduct a further investigation. The subject of the Complaint shall have the opportunity to present to the Board any statements or other information concerning the Complaint he or she wishes. The Board shall consider the matter based on the documents submitted or obtained; however, the Board, in its discretion, may direct the complainant, the subject of the Complaint, or any other person deemed to have relevant information to appear before the Board or to provide the Board with any additional information.

If the Ethical Standards Board determines that no violation of the Code of Ethics has been committed by the subject of the Complaint, the Ethical Standards Board shall issue a Notice of Dismissal to the individual and provide a copy to the complainant.

If the Board determines, based upon the results of the investigation, that a violation of the Code of Ethics has been committed by the subject of the complaint, the Board shall issue a Notice of Violation to the individual containing the nature of the violation, assess an appropriate penalty, and advise the individual of his or her right to request an administrative hearing in accordance with the Administrative Procedure Act.

OLD BRIDGE TOWNSHIP ETHICAL STANDARDS BOARD
COMPLAINT FORM

Name: _____, Complainant

Address: _____

Phone: _____

IN THE MATTER OF

OLD BRIDGE TOWNSHIP

ETHICAL STANDARDS BOARD

(Insert Name of Respondent)

COMPLAINT

I, _____ (insert name), the Complainant,
residing at _____,

request the Old Bridge Township Ethical Standards Board to consider this Complaint

against _____, the Respondent, serving Old Bridge

Township in the capacity of _____ (insert position/title

with the Township) and whose resident/work address (if known) is

_____, in accordance with

the authority of the Old Bridge Township Ethics Board to entertain such complaints.

