

Introduced by Assembly Member: Teresa Hall

AN ORDINANCE AMENDING THE DENALI BOROUGH CODE OF ORDINANCES, APPENDIX OF FORMS ADDING FORMS P, Q, R, S, T, U AND V, PERTAINING TO THE CODE OF ETHICS

BE IT ENACTED by the Assembly of the Denali Borough, Alaska that:

Section 1. Classification This ordinance is of a general and permanent nature.

Section 2. Purpose The purpose of this ordinance is to amend the Denali Borough Code of Ordinances, by adding forms P, Q, R, S, T, U, and V as follows:

(Form P)

**Denali Borough Ethics Commission
Citizen Complaint Form**

FOR OFFICE USE ONLY Complaint No: 20__ - ____
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Identify the individual you believe violated the Code of Ethics:

Name: _____

Position: _____

Note the Section of the Code of Ethics, which you think has been violated:

Explain in detail why you believe the individual named above may have violated the Code of Ethics. (Attach an additional sheet if necessary.)

Attach or make reference to any documents, materials, minutes, resolutions, or other evidence, which supports your allegations.

Signature _____

Printed Name: _____ Address: _____

Phone: _____ City/State/Zip: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public: _____

My commission expires: _____

Denali Borough Code of Ordinances/Appendix of Forms
In Accordance with Chapter 38, Section 1, Subsection A

(Form Q)

**Denali Borough Ethics Commission
Preliminary Findings Report**

Complaint No:
20__ - ____

This report constitutes the preliminary findings of the Denali Borough Ethics Commission as dictated in Chapter 38 Section 2, Subsection A1.

It is the finding of this commission that the complaint filed on the _____ day of _____ in the Year _____ in the office of the Denali Borough as witnessed by Denali Borough Clerk _____ that:

- This complaint does state a claim under Chapter 38 of the Denali Borough Code of Ordinances. This complaint has provided just cause and therefore this complaint as described in Chapter 38, Section 2, Subsection A1 is now scheduled for evidentiary hearing to be held on the _____ day of _____.
- Such cause has been found to exist to cause a belief that a violation of Denali Borough Code of Ordinances Title 5, Chapter 36, Section _____ has taken place.

This report constitutes the preliminary findings of the Denali Borough Ethics Commission as dictated in Chapter 38, Section 2, Subsection A2.

It is the finding of this commission that the complaint filed on the _____ day of _____ in the Year _____ in the office of the Denali Borough as witnessed by Denali Borough Clerk _____ that:

- This complaint does not state a claim under Chapter 38 of the Denali Borough code of Ordinances. This complaint has not provided just cause and therefore this complaint as described in Chapter 38, Section 2 Subsection A2 are now dismissed.

Reasons for dismissal

Signed on this _____ day of _____ in the year _____ By the presiding chair of the Denali Borough Ethics Commission _____

Denali Borough Code of Ordinances/Appendix of Forms
In Accordance with Chapter 38, Section 2, Subsection A1 and 2

(Form R)

Denali Borough Ethics Commission Letter of Notification

Complaint No:
20__ - __

Date: _____

To: _____

From: Denali Borough Ethics Commission _____

Concerning: _____

This is notify you that Complaint No. _____ filed against you by _____

on _____ has been reviewed by the Ethics Commission.
(Date)

It has been determined that the action(s) charged in the above mentioned complaint has been found to be in violation the Code of Ethics, Section _____.

It has been determined that the violation may have been unintentional and we recommend the following action to be taken by you to avoid similar violations in the future.

Signed on this _____ day of _____ in the year _____ By the Chairman of the
Denali Borough Ethics Commission _____

Denali Borough Code of Ordinances/Appendix of Forms
In Accordance with Chapter 38, Section B, 1a

(Form S)

**Denali Borough Ethics Commission
Letter of Admonition**

Complaint No:
20____ - _____

Date: _____

To: _____

From: Denali Borough Ethics Commission

Concerning: _____

This is notify you that Complaint No. _____ filed against you by _____

on _____ has been reviewed by the Ethics Commission.
(Date)

It has been determined that the action(s) charged in the above mentioned complaint has been found to be in violation the Code of Ethics, Section _____.

It has been determined that this violation was minor and/or may have been unintentional. It is, however, imperative that you avoid any future action that may be in violation of the Code of Ethics. Further violation could result in dismissal or removal from office.

Signed on this _____ day of _____ in the year _____ By the Chairman of the
Denali Borough Ethics Commission _____

Denali Borough Code of Ordinances/Appendix of Forms
In Accordance with Chapter 38, Section B, 1b

(Form T)

**Denali Borough Ethics Commission
Letter of Reprimand**

Complaint No:
20__ - __

Date: _____

To: _____

From: Denali Borough Ethics Commission _____

Concerning: _____

This is notify you that Complaint No. _____ filed against you by _____

on _____ has been reviewed by the Ethics Commission.
(Date)

It has been determined that the action(s) charged in the above mentioned complaint has been found to be in violation the Code of Ethics, Section _____.

It has been determined that this complaint is valid and it is imperative that you avoid any future action which may be in violation of the Code of Ethics. Further violations could result in dismissal or removal from office.

A copy of this letter is being sent to:

_____ Denali Borough Assembly
_____ Denali Borough Executive Officer
_____ Personnel File

Signed on this _____ day of _____ in the year _____ By the presiding chair of the
Denali Borough Ethics Commission _____

Denali Borough Code of Ordinances/Appendix of Forms
In Accordance with Chapter 38, Section B, 1c

(Form U)

**Denali Borough Ethics Commission
Letter of Recommendation for
Removal/Suspension**

Complaint No:
20__ - ____

Date: _____
To: _____
From: Denali Borough Ethics Commission
Concerning: _____

This is notify you that Complaint No. _____ filed against you by _____
on _____ has been reviewed by the Ethics Commission.
(Date)

It has been determined that the action(s) charged in the above mentioned complaint has been found
to be in violation the Code of Ethics, Section _____.

It has been determined that this complaint is valid and it is the commission's recommendation that you
shall be: _____ Removed from employment
_____ Suspended from employment for _____ Days.

A copy of this letter is being sent to:

_____ Denali Borough Assembly
_____ Denali Borough Executive Officer
_____ Personnel File

Signed on this _____ day of _____ in the year _____ By the Chairman of the
Denali Borough Ethics Commission _____

Denali Borough Code of Ordinances/Appendix of Forms
In Accordance with Chapter 38, Section B, 1d

(Form V)

**Denali Borough Ethics Commission
Letter of Recommendation for Recall**

Complaint No:
20____ - _____

Date: _____
To: _____
From: Denali Borough Ethics Commission
Concerning: _____

This is notify you that Complaint No. _____ filed against you by _____
on _____ has been reviewed by the Ethics Commission.
(Date)

It has been determined that the action(s) charged in the above mentioned complaint has been found to be in violation the Code of Ethics, Section _____.

It has been determined that this complaint is valid, shows serious or repeated violation of the Code of Ethics committed intentionally and/or with culpable disregard of the Code. It is the Commission's recommendation that you shall be recalled.

A copy of this letter is being sent to:

_____ Denali Borough Assembly
_____ Denali Borough Executive Officer
_____ Denali Borough Clerk
_____ Denali Borough Attorney
_____ Newspaper of Largest General Circulation

Signed on this _____ day of _____ in the year _____ By the Chairman of the
Denali Borough Ethics Commission _____

Denali Borough Code of Ordinances/Appendix of Forms
In Accordance with Chapter 38, Section B, 1e

Section 3. Effective Date. This ordinance becomes effective upon adoption of the Denali Borough Assembly and signature of the Mayor.

DATE INTRODUCED: June 11, 2003
FIRST READING: June 11, 2003
PUBLIC HEARING: May 12, 2004

PASSED and APPROVED by the DENALI BOROUGH ASSEMBLY this 12th day of May, 2004.


Mayor

ATTEST:




Borough Clerk