

INSTRUCTIONS FOR FILLING OUT
ETHICS COMPLAINT OF THE
ROOSEVELT COUNTY
ETHICS ORDINANCE

If you become aware of something within the last year, that you believe to be a violation of the Roosevelt County Ethics Ordinance by a county employee or elected official, report it to the Roosevelt County Manager's Office. You may email Amber Hamilton ahamilton@rooseveltcountry.com, call (575) 356-5307, or send the County Manager a letter. Our job is to receive complaints, handle them in a timely and courteous manner, and ensure they are routed to the appropriate person or body for resolution. The County Manager will track the complaint to ensure the issue is resolved and then keep a record of how it was resolved.

The Ethics Ordinance also establishes an Ethics Board, which is charged with acting on complaints and conducting formal hearings. Before the Ethics Board can conduct an investigation, someone must file a Sworn Complaint (using the attached form) which alleges facts constituting a violation of the Ethics Ordinance by a public official or public employee. All sworn complaints are considered public records under the New Mexico Inspection of Public Records Act. The more information you can provide, the better. The Ethics Board will not publicly share your name unless required to by law.

Some complaints involving criminal allegations may need to be handled by law enforcement.

While the County Managers Office will review an anonymous complaint, Roosevelt County will not act upon the same unless the County Manager is able to independently substantiate evidence showing probable cause that a violation of the Ethics Ordinance has occurred.

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The Ethics Ordinance also provides that any person who provides a good faith complaint against any person shall not be retaliated against. This policy of non-retaliation applies whether or not the complaint is determined to be well-founded.

Whatever the facts of the incident you are reporting, the County Manager will send the report to the appropriate office for investigation and resolution. If the conduct you are questioning has a legitimate, work-based explanation, we will inform you of it.

Roosevelt County Managers Office
109 West First Street
Portales, NM 88130

Code of Conduct Complaint 2019-00

PRINT, COMPLETE AND HAVE NOTARIZED PRIOR TO FILING
(Information detailed in this Report will be shared with the Respondent and is a Public Record)

DATE: _____ NAME OF COMPLAINANT: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

DAYTIME PHONE: _____ ALTERNATE PHONE: _____

FULL NAME OF RESPONDENT _____

DATE OF INCIDENT: _____

SECTIONS OF CODE OF CONDUCT POTENTIALLY VIOLATED:

DESCRIPTION OF MISCONDUCT OR WRONG DOING WITNESSED:

___CHECK HERE IF CONTINUED ON SEPARATE SHEET

I, _____, do depose on oath or affirmation and say that the information disclosed herein is true and accurate to the best of my knowledge on this _____ day of _____, 20____.

Signature of Complainant

SUBSCRIBED AND SWORN TO before me this
_____ day of _____ 20____ by _____

NOTARY PUBLIC

My Commission Expires _____