



ETHICS COMPLAINT PROCESS TIMELINES

The following timelines are associated with each phase in the Ethics Complaint process. Each step generally occurs chronologically and must be completed within the number of days listed to the right.

Submitted Ethics Complaint

Complainant	Submit Ethics Complaint.	NA
City Auditor	Is Ethics Complaint administratively complete & timely? Yes: Ethics Complaint Accepted – proceed to Accepted Ethics Complaint . No: Notify Complainant of deficiency and request missing information.	5 Business Days
Complainant	Provide required missing information – proceed to Accepted Ethics Complaint ; or Do not provide required missing information – Complaint Abandoned.	10 Business Days
City Auditor	Notify Complainant, Respondent, & City Attorney of Abandoned Ethics Complaint.	5 Business Days

Accepted Ethics Complaint

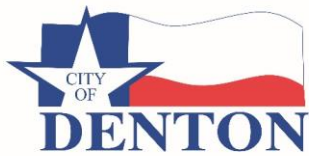
City Auditor	Notify Complainant and Respondent of Accepted Ethics Complaint. Provide Respondent with copy of the Accepted Ethics Complaint. Refer Accepted Ethics Complaint to Board of Ethics Chair.	5 Business Days
BOE Chair	Assign Accepted Ethics Complaint to three-member Board of Ethics Panel for Preliminary Assessment. Is Accepted Ethics Complaint Actionable? Yes: Actionable Ethics Complaint – proceed to Actionable Ethics Complaint .	5 Business Days
BOE Panel	No: Baseless Ethics Complaint – proceed to Baseless Ethics Complaint . File written Notification of Determination with City Auditor.	10 Business Days
City Auditor	Provide written Notification of Determination to Complainant, Respondent, City Attorney, & Chair.	2 Business Days

Actionable Ethics Complaint

Respondent	Appeal Panel's Actionable determination? No: Ethics Complaint Hearing – Proceed to Evidentiary Hearing . Yes: Submit Appeal to City Auditor in writing.	10 Business Days
Board of Ethics	Is Appealed Ethics Complaint Actionable? Yes: Actionable Ethics Complaint – proceed to Evidentiary Hearing . No: Baseless Complaint is Dismissed – End. File written Notification of Determination with City Auditor.	30 Calendar Days
City Auditor	Provide written Notification of Determination to Complainant & Respondent.	2 Business Days

Baseless Ethics Complaint

Complainant	Appeal Panel's Baseless determination? No: Baseless Complaint is Dismissed – End. Yes: Submit Appeal to City Auditor in writing.	10 Business Days
Board of Ethics	Is Appealed Ethics Complaint Actionable? Yes: Actionable Ethics Complaint – proceed to Evidentiary Hearing . No: Baseless Complaint is Dismissed – End. File written Notification of Determination with City Auditor.	30 Calendar Days
City Auditor	Provide written Notification of Determination to Complainant & Respondent.	2 Business Days



Evidentiary Hearing

Board of Ethics	Did a violation of the Ethics Ordinance occur?	
	Yes: Determine appropriate Sanctions – Proceed to Imposing or Recommending Sanctions.	30 Calendar Days
	No: Ethics Complaint is Dismissed – Proceed to Dismissed Ethics Complaint.	

Imposing or Recommending Sanctions

Board of Ethics	Render determination of appropriate Sanctions. Notify Respondent, Complainant, City Auditor, City Attorney, & City Council.	10 Business Days
Respondent	File Reconsideration Request?	
	Yes: Proceed to Reconsideration Request.	5 Business Days
	No: Sanctions are imposed – Process End.	

Dismissed Ethics Complaint

BOE Chair	Issue Letter of Dismissal and notify Respondent, Complainant, City Auditor, & City Attorney.	10 Business Days
Complainant	File Reconsideration Request?	
	Yes: Proceed to Reconsideration Request.	5 Business Days
	No: Ethics Complaint Dismissed – Process End	

Reconsideration Request

City Auditor	Forward Reconsideration request to BOE Chair and Respondent.	
BOE Chair	Does the Reconsideration Request include new evidence that bears directly on the Board of Ethics' previous determination?	30 Business Days
	Yes: Schedule Ethics Complaint Hearing – Return to Step 4.	
	No: Unilaterally dismiss the Request for Reconsideration and provide notice to the City Auditor, Complainant, & Respondent – Process End.	

If you have any questions about the process or timelines outlined in this document, you may contact the City Auditor through one of the following methods:

**City Auditor
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Denton, Texas 76201**

(940) 349-7228

**InternalAudit@CityofDenton.com
www.cityofdenton.com**