ETHICS COMMISSION Procedures flow chart to make a complaint

COMPLAINT FILED WITH THE BERWYN CITY CLERK'S OFFICE VIA CERTIFIED MAIL OR HAND DELIVERY

 Complaints will be typed double spaced or Printed legible , signed, notarized, and dated

BERWYN CITY CLERK'S OFFICE
WILL INFORM ALL
COMMISIONERS OF
COMPLAINT VIA CERTIFIED
MAIL OR HAND DELIVERY TO
EACH COMMISIONER WITHIN
THREE BUSINESS DAYS OF
FILED COMPLAINT

Within 3 business days

- 1) The respondent be notified that a complaint has been filed against him/her with a copy of the complaint
- 2) A confirmation of the receipt of the complaint to the complainant
- 3) All correspondence shall be sent via certified mail, return receipt requested and filed with the City Clerk Office

COMMISSIONERS
WILL FIRST HOLD
MEETING TO
DETERMINE
SUFFICIENCY OF
COMPLAINT

Within 3 business days

Upon not less than 48 hours public notice

- 1) Complaint could stop notice sent to all parties indicating not sufficient evidence or probable cause
- 2) Complaint proceeds
- 3) Upon

COMMISSIONERS WILL SCHEDULE A HEARING TO MEET AND HEAR COMPLAINT

COMMISSIONERS TO MEET IN CLOSED SESSIONS TO REVIEW COMPLAINT

> COMMISSION WILL RENDER ITS JUDGEMENT

Within 4 weeks

Upon not less than 48 hours public notice

- 1) Complaint can be deemed sufficient of a violation
- Complaint can be deemed not sufficient of a violation
- 3) More evidence can be requested

Within 30 days

- 1) Excuse the complaint due to not sufficient evidence or probable cause
- 2) Request more evidence and documentation
- 3) Issue a recommendation for discipline to the alleged violator.