



## Ethics Complaint Form

This form is to report violations of the Code of Ethics by people serving as Mayor or on the City Council and people appointed by the City Council to serve on City boards and commissions. The Code of Ethics (Council Policy 39) was adopted in 2021 by the City Council and can be found at <http://www.wichita.gov/Council/Pages/Ethics.aspx>.

### Instructions

Please fill out the form in its entirety and sign it in the presence of a Notary Public to attest under oath to its truth. If you need a Notary Public, you may call or email the City Clerk's office to coordinate a time when you can meet with a Notary Public at City Hall at the Information Desk on first floor. A Notary Public will need to see proof of your identity (photo ID) before you sign.

Submit your completed complaint form and any supplemental information to the City Clerk's office by delivering to the Information Desk on the first floor of City Hall, emailing it to [EthicsComplaints@wichita.gov](mailto:EthicsComplaints@wichita.gov), or mailing to:

Wichita City Clerk  
455 N Main ST, 13<sup>th</sup> FL  
Wichita KS 67202

If you have questions about the form or wish to schedule a Notary Public to attest to your signature, please contact the City Clerk's office at [EthicsComplaints@wichita.gov](mailto:EthicsComplaints@wichita.gov) or 268-4529 for assistance.

If you submit a copy of a signed complaint (example: if you email a scanned version), please retain the version with your original signature and be prepared to provide it to the City's representative if requested.

### **Questions about the Code of Ethics**

If you have questions about the ethics policy or process, please direct your confidential questions to the person currently performing many of the duties of the Ethics Officer:

Kathy Sexton, Senior Management Consultant  
Wichita State University Public Policy & Management Center  
[Kathy.Sexton@wichita.edu](mailto:Kathy.Sexton@wichita.edu)



## Ethics Complaint Form

Name of person filing complaint: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Who is the complaint about? Name: \_\_\_\_\_

Position: \_\_\_\_\_

Which part of the Statement of Policy (items A – P) on pages 2-3 in the [Code of Ethics](#) do you allege was violated by this City official?

Describe what happened. Include all the facts to the best of your knowledge that support your claim that the policy was violated. Be specific as to how and why you believe these actions violated the Code of Ethics.

Date(s) alleged violation(s) took place: \_\_\_\_\_

Date(s) you became aware of the facts on which the alleged violation(s) is/are based: \_\_\_\_\_

Please provide names of witnesses: \_\_\_\_\_

Please attach copies of any documents that you have to support this allegation.



**Attestation:**

***I declare that to the best of my knowledge and belief, the allegations in this complaint are true.***

Complainant:

\_\_\_\_\_

Type/Print Name:

\_\_\_\_\_

Signature

On this date \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_ personally appeared before me as the signer of the above complaint, and they were duly sworn or affirmed that the statements made in this complaint are true to the best of their knowledge and belief.

\_\_\_\_\_

Notary Public

My Commission Expires:  
(Seal)