

PART IV	SUPPORTING DOCUMENTATION
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1. List all documents and other materials in your possession that are relevant to this complaint.

Initial Here If the Documents Are Attached to this Sworn Complaint form: _____

2. List all documents and other materials relevant to this complaint that are available to you but are not currently in your possession. State the last known location of the document or material.

Document/Material	Location

3. List all documents and other materials that are relevant to this complaint but are not available to you. State the last known location of the document or material.

Document/Material	Location

PART V	AFFIDAVIT
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By my signature below I attest to the following:

- I understand that submitting a complaint containing false information, or submitting a complaint in reckless disregard of the truth or falsity of the information contained therein, constitutes a violation of state law and the Knox County Code which may subject me to criminal and civil penalties and may additionally subject me to liability for the costs of hearing a frivolous complaint.
- The information contained in this complaint, and any supporting documentation or materials referenced herein or submitted herewith, is true and correct to the best of my knowledge, information and belief.

Signature of Complainant

Date

Sworn to and subscribed before me this _____ day of _____ in Knox County, Tennessee:

Signature of Notary

Affix Notary Seal Here

Notary Registration No.

INSTRUCTIONS TO SWORN COMPLAINT FORM

Purpose of Form: The Sworn Complaint form is used to report a violation of the laws that are within the jurisdiction of the Knox County Ethics Committee.

Who May File a Complaint: Under the Knox County, Tennessee Code of Ethics, any citizen may file a complaint with the Knox County Ethics Committee. *However, note that complaints cannot be accepted from any individual acting in their official capacity as a political party chairman, a state or county executive director of a political party, or as an employee or agent of a political party.*

General Requirements for Complaints: The Knox County Ethics Committee itself may initiate a complaint in accordance with the requirements set forth in the Knox County, Tennessee Code of Ethics. Complaints from private citizens cannot be accepted unless they comply with all of the following requirements:

- ✓ The complaint must be submitted on the Knox County Ethics Committee's official Sworn Complaint form;
- ✓ The complainant must provide identifying information. *Anonymous complaints will not be accepted.*
- ✓ The allegations must present potential violations of one or more of the laws that are within the Knox County Ethics Committee's jurisdiction. Complaints that do not present sufficient allegations of such violations will be dismissed without investigation.
- ✓ The allegations must be sworn to before a notary. *Complaints will not be accepted unless they include the notarized affidavit.*

Part I - Identifying Information:

- ✓ The person making the complaint (the "complainant") must provide their complete name and address. *Anonymous complaints are not accepted.*
- ✓ Provide complete identifying information about each alleged violator. The Knox County Ethics Committee is required to notify accused individuals that a complaint has been filed against them, and thus the Sworn Complaint form *will not be accepted* unless it provides full identifying information about each alleged violator.

Part II – Statement of Jurisdiction: Summarize the nature of the alleged violations, and include any legal citations (if known) that give the Knox County Ethics Committee jurisdiction to receive the complaint (see the laws listed above under "Purpose of Form").

Part III – Statement of Facts:

- ✓ Explain all circumstances which constitute an alleged violation;
- ✓ *Include the name(s) and contact information of any known or potential witnesses;*
- ✓ Include the name(s) and contact information of any individual who may be able to provide additional information regarding the violations;
- ✓ Include the dates the alleged violations occurred on (or the time period within which the alleged violations occurred);
- ✓ Reference or explain any documents that you list in Part IV of this Sworn Complaint form;
- ✓ Attach additional sheets as needed. Sign and number each additional sheet provided.

Part IV – Supporting Documentation:

- ✓ List all documents and other materials that are potentially relevant to the alleged violations.
- ✓ Note any documents/materials that are being submitted together with this Sworn Complaint form.

Part V – Affidavit: The facts and allegations contained in the complaint must be sworn to and signed before a notary public. Complaints that are not signed and sworn to will be dismissed without investigation.

Additional Information: Additional information about filing complaints can be found on the Knox County Ethics Committee website: <http://knoxcounty.org/>. Additional copies of the Sworn Complaint form and other Commission forms may also be found at this site.

Whistleblower/Retaliation Protection: "No employee shall be discharged or terminated solely for refusing to participate in, or for refusing to remain silent about, illegal activities." Tennessee Public Protection Act, T.C.A. § 50-1-304 (Retaliatory discharge). The purpose of the Tennessee Public Protection Act (TPPA) is to remove the employee from a position of having to choose between reporting workplace illegalities to the proper authorities and remaining employed. (Tennessee common law also prohibits retaliatory discharge.) In addition, for public education employees, the Tennessee Education Truth in Reporting and Employee Protection Act of 1989, T.C.A. § 49-50-1401, *et seq.*, provides a cause of action for whistleblowing or retaliation.

Submitting Sworn Complaint: You **MUST** mail the Sworn Complaint form to:

Knox County Ethics Committee
Attn: Knox County Law Director
400 W. Main Ave., Suite 612
Knoxville, TN 37902