

**CITY OF DALLAS
ETHICS ADVISORY COMMISSION**

RESPONDENT FORM INSTRUCTIONS

1. The attached response form must be completed, signed and sworn to under penalty of perjury before a Notary Public.
2. The form must be filed with the Office of the City Secretary, Room 5DS, City Hall, 1500 Marilla Avenue, Dallas, Texas, 75201.
3. **FALSELY RESPONDING TO A COMPLAINT MAY RESULT IN CRIMINAL PROSECUTION OF ANYONE WHO KNOWINGLY MAKES A FALSE RESPONSE.**
4. Within **21** days after receipt of the complaint against you, the Ethics Advisory Commission shall make a preliminary finding as to whether or not the complaint states a claim under the Code and is supported by just cause. (“Just cause” means such cause as is found to exist upon a reasonable inquiry that would induce a reasonably intelligent and prudent person to believe that an act or acts constituting an ethical violation has been committed).
5. If the preliminary finding is that the complaint **DOES NOT** state a claim under the Code or does not have just cause based upon the statements and evidence submitted, the complaint will be dismissed by the Ethics Advisory Commission.
6. Within **30** days of the preliminary finding, written notice identifying the reason(s) for the dismissal will be sent to you and the complainant.
7. If the complaint is dismissed because the evidence failed to establish a violation of the Code, the Ethics Advisory Commission shall not entertain any other similar complaint based on substantially the same evidence.
8. If the complaint is not dismissed, the Ethics Advisory Commission will contact you and the complainant of the date of the preliminary hearing. Written notice by certified mail is sent to you and the complainant not less

than **10** days **before** the date of the hearing. The notice will include a listing of the Ethics Code provisions you are alleged to have violated. Upon receipt of this notice, you are given a **10 day period** within which to respond **in writing** to the charge(s).

9. You have the right to attend the hearing, the right to make a statement, the right to present and cross-examine witnesses, and the right to be represented by legal counsel or another advisor.

10. All reasonable efforts will be made by the Ethics Advisory Commission to issue a written decision within 45 days after receipt of a complaint. The Commission shall state its findings in the written decision.

Deborah Watkins
City Secretary