



Ethics & Disciplinary Committee Complaint Form

COMMUNITY BOARD 11
1741 COLDEN AVENUE BRONX, NY 10462
(718) 892-6262
www.nyc.gov/bxcb11

*Borough President Vanessa L. Gibson
Chair Naomi Pemberton
District Manager Jeremy H. Warneke*

Leadership | Community Development & Budget Priorities | Economic Development | Education, Culture & Youth Services | Ethics & Disciplinary | Health & Social Services | Housing | Land Use | Parks & Recreation | Public Safety | Sanitation & Environmental Protection | Transportation

This form has been designed to initiate review of complaints lodged by community board members, members of the public, agency personnel, and non-union employees of Community Board 11 against Community Board 11, its individual members and/or staff.

All complaints must be submitted within one year of the incident or occurrence to Community Board 11's Ethics & Disciplinary Committee in writing (see pages three through five) with all supporting documents at least one week prior to its scheduled monthly meeting, which is publicly available on Community Board 11's [calendar page](#). If the complainant submits less than one week prior to the scheduled monthly meeting, then the complaint will be heard at the Committee's subsequent monthly meeting.

Unless otherwise indicated, the Ethics & Disciplinary Committee meets, as needed, throughout the year, and unless the complainant chooses to be anonymous or unless directed otherwise, they must attend the Ethics & Disciplinary Committee meeting scheduled subsequent to submitting their complaint in order to answer any follow-up questions by committee members. Failure by the complainant to attend the meeting may result in an outright dismissal of the complaint.

Each submission will be issued a number, which will be made known to the complainant and the subject of the complaint prior to the time of the scheduled public hearing addressing the complaint. At no time during the hearing may a complainant refer to the subject of the complaint by name or make comments which reveal the identity of the subject. For purposes of public hearings, the complainant should indicate on page three of this form their preference in regard to anonymity.

The Committee has ninety (90) days from the date of the Ethics & Disciplinary Committee hearing addressing the complaint to review each complaint, investigate, submit findings and recommendations, if any, to the Leadership Committee of Community Board 11, and respond to the complainant with its findings. At the beginning of its investigation, if the complaint is deemed credible enough, the Committee will contact the subject of the complaint with a summary of the complaint. The subject of the complaint is not obligated to submit a response. The complaint and the response, if any, remain confidential and are not disclosed to either party. The Committee conducts additional investigations as it deems necessary.

Upon conclusion of the investigation, the Committee may enter into Executive Session, if warranted, to confer its determination in accordance with its fact-findings before voting on any determination. If the Committee determines the complaint is unfounded, the complaint is closed and will be stated as such for the public record.

If the Committee does not dismiss the complaint as unfounded, it will submit its findings and recommendations to the Leadership Committee. The Leadership Committee may review the findings before they are brought to the Full Board for discussion and a vote.

To request any special accommodations, please call CB11 at (718) 892-6262 at least 72 hours prior to any meeting or event.

In the event that Community Board 11 cannot review the complaint due to a conflict of interest, or the Ethics & Disciplinary Committee, after due deliberation, is unable to come to a reasonable resolution on the merits of the complaint, then the complaint shall be referred to the Bronx Borough President's Office for review by its Disciplinary Panel. Equal Employment Opportunity complaints must be handled by the Borough President's Office, or any other appropriate agency.

Once completed, this form must be sent to <mailto:bx11ethics@cb.nyc.gov> or the Community Board 11 Office.



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Ethics & Disciplinary Committee

DATE:	
TO:	CB11 ETHICS & DISCIPLINARY COMMITTEE
RE:	
Name of Complainant (if requesting anonymity, state so here):	
Address:	
Phone #:	
Email:	
Date of incident(s):	
Who was involved?	
Please describe your complaint (provide additional pages as needed):	

[Continued] Please describe your complaint (provide additional pages as needed):

Empty space for describing the complaint.

Please provide names and information of any witnesses:

Empty space for providing names and information of any witnesses.

Signature

Date

FOR COMMITTEE USE ONLY: 202__ - __