

## How the Process Works

To file an Ethics Code complaint, fill out the form located inside this brochure. All complaints are confidential, unless and until a violation is found.

A Hearing Officer will decide if there is probable cause to believe that a violation of the code has actually occurred.

Meetings are open to the public and you are encouraged to attend. Meetings are held the second Thursday of each month (except holidays) at 4:30 p.m. at the Pierce County Annex, located at 2401 S. 35th Street, Conference Room D, Tacoma, Washington.

## Pierce County Ethics Commission

If you have any questions or concerns, contact the Commission at:  
Phone: (253) 798-6270  
Email: [pcethics@co.pierce.wa.us](mailto:pcethics@co.pierce.wa.us)  
Web: [www.piercecountywa.org/ethics](http://www.piercecountywa.org/ethics)

If you require additional forms, they can be obtained at:  
Pierce County Center for Dispute Resolution  
738 Broadway, Suite 400  
Tacoma, WA 98402

## Pierce County Code of Ethics Chapter 3.12

Pierce County acknowledges the need for integrity in government and recognizes that the people of Pierce County consider governmental service to be a public trust. The purpose of this Chapter is to establish ethical standards of conduct for all officials and employees of the County, and for all people dealing with Pierce County government.

The Code shall be liberally construed in favor of protecting the public's interest in full disclosure of conflicts of interest and promoting ethical standards of conduct for County officials, employees, and persons dealing with Pierce County government.

The Hearing Officer investigates complaints to determine if probable cause exists to believe the Ethics Code was violated.

The Ethics Commission holds hearings to determine whether a violation occurred and imposes penalties.

Find the complete Pierce County Code at: [www.piercecountywa.org/council](http://www.piercecountywa.org/council)

# Ethical Government is Everyone's Responsibility



Any person with knowledge of a Pierce County Ethics Code violation by a county employee, or any person dealing with Pierce County government, may file a complaint with the Pierce County Ethics Commission.

It is the Ethics Commission's duty to examine questionable behavior, as defined by the Pierce County Ethics Code, and to resolve complaints.

Pierce County's Ethics Commission exists as a non-biased resource for the community and can provide information and solutions.



**COMPLAINT OF AN ALLEGED ETHICAL VIOLATION**  
**Complaint and Affidavit in Support of Complaint**  
(Pierce County Code 3.12.080)

Date \_\_\_\_\_, 20 \_\_\_\_

**TO: Pierce County Code Ethics Commission Hearing Officer**

**1. Complainant** (person filing complaint): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**2. Identification of alleged Ethics Code violator:**

Name(s): \_\_\_\_\_

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

Telephone (if known): \_\_\_\_\_

Position in Pierce County Government: \_\_\_\_\_

**3. Description** of the activity or conduct constituting the alleged violation of the Ethics Code (include all known details, such as: person involved, dates, location, circumstances, duration, witnesses, etc.). If additional space is required, please use a separate sheet of paper and sign additional pages used.

\_\_\_\_\_

\_\_\_\_\_

**Complaint and Sworn Statement**

**4. Designate** section(s) of Pierce County Ethics Code P.C. Code Chapter 3.12; Sections 3.12.010 through 3.12.120 which you believe were violated (if known): \_\_\_\_\_

**5. Identify and provide** name, address, and telephone number of any other person(s) who may have personal knowledge regarding the alleged violation(s): \_\_\_\_\_

Note: You may attach any written statement of another person who has personal knowledge of the alleged violation. Unsigned complaints or statements by unidentified witnesses may not be accorded the credence of a signed statement.

I hereby promise, under my oath and this sworn statement, to maintain full confidentiality regarding (1) the fact that I have filed this complaint and (2) the contents hereof until such time as the Ethics Commission finds a violation of the Code of Ethics (Pierce County Code 3.12.080 (A) (6)) and I acknowledge that I have been informed or understand that breach of my promise of confidentiality is in itself a violation of the Code of Ethics, a Civil Infraction and a misdemeanor.

I hereby certify under penalty of perjury pursuant to laws of Washington State that all the information contained in this complaint, and my attachments hereto, are true to my best knowledge.

Signed by me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ . Signature \_\_\_\_\_

**Mail To:**

**Hearing Officer**  
**Pierce County Ethics Commission**  
**2522 N Proctor Ave #184**  
**Tacoma, WA 98406**

When the Hearing Officer receives the complaint, he/she will contact you to initiate the investigation and proceedings required by the Code of Ethics.

**Commitment of Confidentiality:** The Members of the Ethics Commission and the Hearing Officer are each required by law, and have committed themselves to take every reasonable precaution to protect the confidentiality and privacy of the fact, nature and contents of any complaint and all persons involved until public disclosure is required by law or the Code of Ethics and the hearing process.