



### ETHICS COMPLAINT FORM

Pursuant to [Board Policy 3210 Standards of Ethical Conduct](#) and [Administrative Procedures 3210 Ethics](#), a complaining party may file a formal allegation of ethical misconduct. The description of the alleged unethical conduct must be clear, complete, and documented. In order for the allegation to be considered, this form must be completed in full, signed by the person lodging the complaint (note that anonymous complaints are not permitted), and supporting documentation, information, and evidence must be attached. Complaints must be filed within thirty (30) days of the alleged ethical misconduct. This form and the supporting documentation will remain confidential to the extent permitted until the investigation is complete. At that time, the ethics complaint information will fall under the provisions of Chapter 119, Florida Statutes, related to public records. Pertinent information will be disclosed to the alleged offender as part of the ethics complaint review process.

#### ALLEGED OFFENSE

Alleged Offender's Name: \_\_\_\_\_ Date of Alleged Offense: \_\_\_\_\_

Alleged Offender's Position: \_\_\_\_\_ Alleged Offender's School or Worksite: \_\_\_\_\_

Please specify the alleged violation of [Board Policy 3210 Standards of Ethical Conduct](#) and identify the specific Standard of Professional Practice (if applicable) that has been allegedly violated:

List of documentation, information, and evidence attached to this Ethics Complaint and relied upon to support alleged ethics violation: \_\_\_\_\_

#### COMPLAINANT'S INFORMATION

Complainant's Name (person making complaint):	Personnel # (if Complainant is an employee):
Position:	School or Worksite (if Complainant is an employee):
Phone Number:	Email Address:

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date:

**Directions for Submittal of Ethics Complaint:** Send this signed ethics complaint form **and** a copy of the supporting documentation, information, and evidence corroborating the allegation via the following methods: (1) courier in a sealed envelope marked "Confidential" to the Director of Professional Standards and Labor Relations at ESF; (2) mailed to the attention of the Director of Professional Standards and Labor Relations, School Board of Brevard County, 2700 Judge Fran Jamieson Way, Viera, Florida 32940; or (3) scanned and emailed to [ethicscomplaints@brevardschools.org](mailto:ethicscomplaints@brevardschools.org).

**NOTE:** Filing a malicious or frivolous ethics complaint and/or providing altered documentation will result in disciplinary action. Under [School Board AP3210 Ethics](#), "Retaliation against employees who raise ethical concerns is prohibited."

FOR ADMINISTRATIVE USE ONLY: Name of BPS employee receiving Ethics Complaint: \_\_\_\_\_ Date of receipt: \_\_\_\_\_  
Signature of BPS employee receiving Ethics Complaint: \_\_\_\_\_