

COMPLAINT FORM

CITY OF READING CHARTER BOARD



For transmittal to the Investigative Officer, please submit completed form to:

Charter Board
c/o Eric B. Smith, Solicitor
Timoney Knox, LLP
P.O. Box 7544
Fort Washington, PA 19034

Or via email: esmith@timoneyknox.com

INSTRUCTIONS – Please see page 2

1. Identify the person or governmental body which is the subject of your complaint:
Name _____ Position or Title: _____
--OR--
Name of Governmental Body: _____

Additional Contract Information (if known and applicable):
Phone: Work () _____ Home: () _____
Mobile () _____ Email address: _____
2. Note the Section of the City of Reading Charter or Administrative Code that you feel has been violated. _____
3. Explain in detail why you believe that the individual or governmental body named above may have violated the City of Reading Charter or Administrative Code. Include dates of alleged violation, if known. Attach additional pages, if necessary.
4. Attach or make reference to any documents, materials, minutes, resolutions or other evidence which support your allegations.
5. I swear or affirm, under penalty of perjury, that the facts set forth in this complaint are true and correct to the best of my knowledge, information, and belief.

Signature of Complainant

Print your name: _____

Home address: _____

Phone: Work: _____

Home: _____ Mobile _____

Email: _____

Sworn to and subscribed before me this
____ day of _____, 20____

Notary Public

My Commission expires: _____

Commission No. _____

INSTRUCTIONS

1. Complete all sections of the complaint form. Incomplete forms will not be processed.
2. Give the specific name and title of the person or governmental body about whom you are filing the complaint. If you are filing a complaint about more than one person, use a separate complaint form for each person. Indicate phone number and email address, if known.
3. Provide a detailed account of the activity that is alleged to be a violation of the City of Reading Charter or Administrative Code. The Charter Board's jurisdiction extends solely to the violation of any Section of the City of Reading Charter or Administrative Code, in whole or in part, except that the Board's jurisdiction shall not extend to cases arising under the Ethics Code or the Personnel Code. The Investigative Officer will make a determination of jurisdiction within one week and notify you.
4. Enclose records, documents, minutes, etc. that support your allegation.
5. Sign the form here indicated. NOTE: By signing the complaint you are verifying that the facts set forth therein are true and correct upon the best of your knowledge, information and belief.
6. **THIS FORM MUST BE NOTARIZED AND SIGNED BEFORE A NOTARY PUBLIC.** Sign the form and have a notary sign, date, affix seal, and note the date their Commission expires.