

Hamden Board of Ethics

Complaint Timeline Overview

Complaints received by the Board go through a process of review. This document outlines the steps included in that process.

1. **Complaint received by Board**
2. **Board**
 - a. Considers and rejects complaint **OR**
 - b. Appoints Investigating Officer or Board Tribunal to determine need for probable cause hearing
3. **If need for probable cause hearing is determined**

Notice sent to the respondent (person about whom the complaint is made) within 10 business days of determination
4. **Probable cause hearing is scheduled**

Two weeks or more after notice is sent to respondent (must be held within 60 calendar days)
5. **Upon determination of probable cause hearing**

Notice to complainant (person making the complaint) and respondent within 3 business days
6. **If a probable cause is determined**

Hearing on the merits within 30 – 60 calendar days
7. **If a violation is found**

Notice to supervisory authority within 60 calendar days; disciplinary action within 30 calendar days

References:

Hamden Ethics Commission Rules and Regulations

Article 1.2 Duties and Powers

Section 1.2.2 Complaints

Article 1.3 Confidentiality and Publication of Findings

Article 1.4 Commission Proceedings