



Case No. _____
(Assigned by Clerk)

ETHICS INCIDENT / COMPLAINT REQUEST FOR REVIEW FORM

Any person who has a complaint-request for review against a village official or employee, as defined in the Code of Ethics, alleging that conduct of that official or employee is in breach of the code, may bring the matter before the Village of Lake Orion Board of Ethics by filing this form with the Village Clerk. Unless dismissed, pursuant to Rule 302, within seven days upon receipt of this filing, the Clerk will schedule a hearing date for this matter and notify the parties involved according to the ordinance.

All advisory opinions will be communicated to the Village Council and will be published on the Village's website at www.lakeorion.org.

Written requests are subject to disclosure under the Freedom of Information Act.

1. Name the person alleged to have violated one or more provisions of the Village of Lake Orion's Ethics Ordinance (Title III, Chapter 30), and provide the following information, if known. If you are alleging that more than one person may have violated the Village of Lake Orion's Ethics Ordinance, file a separate complaint-request for review form for each individual. The information on this form may be subject to disclosure under the Freedom of Information Act.

Name _____ Phone Number (____) _____

Address _____
(Number, Street, City, State, Zip)

Position or Board _____

2. Explain why you believe that the individual named above may have violated the Village of Lake Orion's Ethics Ordinance. Be as specific as possible as to dates, times, places, and actions. Attach additional sheets of paper if the space provided below is not sufficient. Also note which specific section in the ordinance was violated.

3. Attach or make reference to any document or other evidence that may support your allegations. Also provide the names and addresses (if known) of any witnesses or persons who may have knowledge of facts that support your allegations.

4. Are you aware of any civil, criminal or administrative action pending that involves the same parties as alleged in this complaint which involves substantially the same subject matter? If so identify in detail.

5. I declare that the foregoing information is true and accurate to the best of my knowledge.

Your signature

Date

Your printed name

Address _____
(Number, Street, City, State, Zip)

Daytime Phone (____) _____ Evening Phone (____) _____

Email _____

Please return this completed form to: Village Clerk
Village of Lake Orion
21 E. Church Street
Lake Orion, MI 48362

If you have questions about this form, or would like to request the form in an alternate format for the visually impaired, contact the Village Clerk at (248) 693-8391 or write us at the above address. We will take reasonable steps to accommodate your needs.

NOTE: Within seven days of receipt of this form, the Village of Lake Orion Board of Ethics will set a date for hearing this matter. Any parties involved will be given 28 days notice to appear at the hearing.

Updated on 9/20/2025

FOR OFFICE USE ONLY

Accepted by _____ Date _____