



## MAUI COUNTY BOARD OF ETHICS

### Complaints — E-Filing Quick Guide

**BEGIN** by going to <https://www.mauicounty.gov/1841/How-to-File-a-Formal-Complaint>, you can either submit a complaint electronically or by downloading a paper copy and filling it out.

File Complaint form at,

<https://mauicounty-maui-county-hi.app.transform.civicplus.com/forms/30269>

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**Complete All Sections:** Prior to filling out the electronic complaint form, please review requirements listed below. Complainants are to complete each section as requested. Review form prior to submitting to Board of Ethics.

#### **Requirements for Filing a Complaint**

<sup>1</sup>All complaints shall set forth a concise statement of the facts constituting the alleged violation, the name and position of the alleged violator, and shall either be sworn to under oath or accompanied by an affidavit subscribed to by the complainant. ([See Maui County Board of Ethics Rules § 04-101-61](#) (p. 36)). Further, any complaint that does not substantially comply with the foregoing, or concerns matters under review by law enforcement or other investigatory agencies or concerns matters not within the jurisdiction of the Board, or is deemed to be frivolous, may be rejected or declined further review by the Board. (Id.)

**Required Info:** Sections with an **asterisk \*** must be completed.

**Email:** Your email address will serve as your primary address for all notifications from the Board of Ethics. Should you change your email address, please notify the Board staff via the Board's dedicated email.

**NEED HELP?.** If you need further assistance, please visit the Board of Ethics webpage and for more information, email us at [boardofethics@mauicounty.gov](mailto:boardofethics@mauicounty.gov) or call us at (808) 270-7742 (7:45 to 4:30 p.m. M-F).

## E-Filing FORMAL COMPLAINT

**THE FORM:** There is only one page to be completed for the e-filing complaint form. It is helpful to have the necessary information for completing your form readily available.

I,

First and Last Name\*

whose residence address is:


Address\* 

and, whose contact phone and email are:

Email Address\*



Daytime Phone Number\*



*do hereby swear under oath, that the information given by me in this complaint<sup>1</sup>, is true and correct to the best of my knowledge and belief that: (provide name of official/employee)*

Provide the name of the official or employee; a first and last name are required.

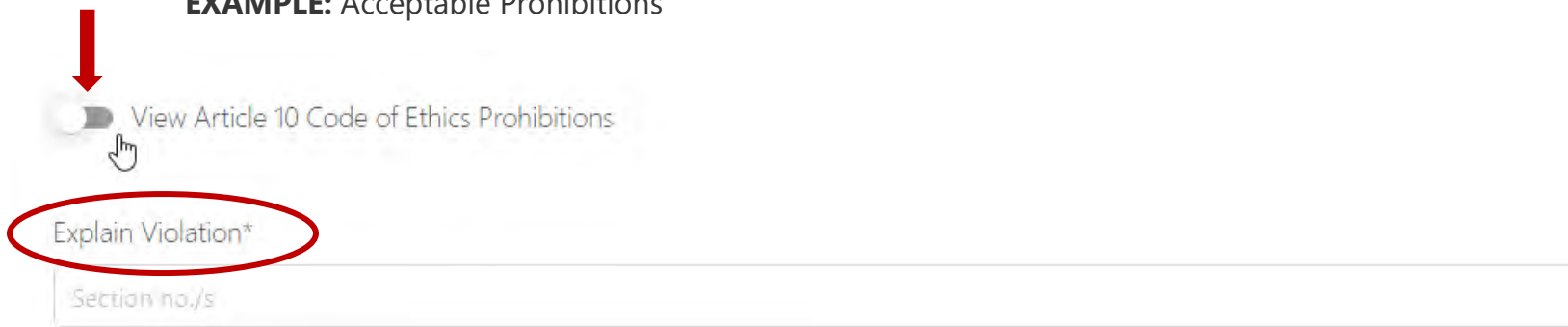
**EXAMPLE:**

 Name of Official/Employee\*

You are required to explain the violation by providing which "Prohibition" the individual is in violation of, see Article 10 Code of Ethics Prohibitions

**TIP:** For your convenience, you can view Article 10 Code of Ethics Prohibitions by sliding the button to your right and the Prohibitions will expand underneath the field "Explain Violation."

**EXAMPLE:** Acceptable Prohibitions



**Section 10-4. Prohibitions.**

1. No officer or employee of the county shall:
  - a. Solicit, accept or receive any gift; directly or indirectly, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the officer or employee in the performance of the officer's or employee's official duties or is intended as a reward for any official action on the officer's or employee's part.
  - b. Disclose information which, by law or practice, is not available to the public and which the officer or employee acquires in the course of the officer's or employee's official duties or use such information for the officer's or employee's personal gain or for the benefit of anyone.
  - c. Engage in any business transaction or activity or have a financial interest, direct or indirect, which is incompatible with the proper discharge of the officer's or employee's official duties or which may tend to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties, or take any official action in which the officer or employee has a direct or indirect financial interest, including participating in deliberations.
  - d. Use county property or personnel for other than public activity or purpose.
  - e. Fail to disclose a financial interest in any matter which may be affected by an action of a county agency or vote on any matter affected by such interest.

**NOTE:** If you are submitting supporting exhibits or documents please have them saved on your computer or other device to upload easily, then select Yes.

Would you like to upload additional documents or exhibits?\*

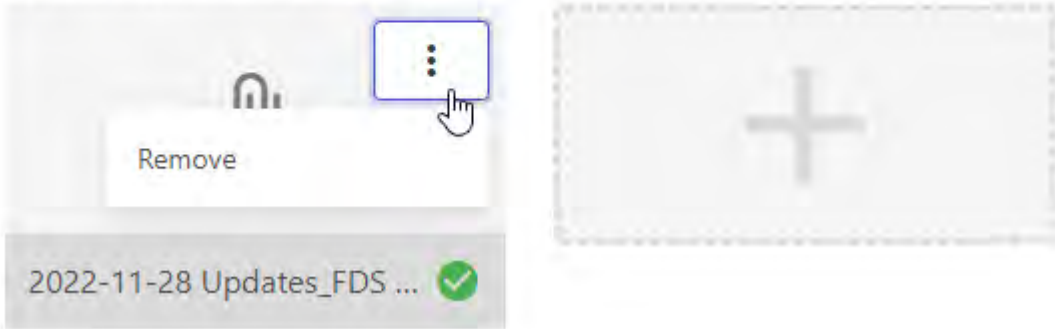
Yes

No

**TIP:** If you want to remove the documents, **CLICK** on the 3 dots to remove document.

Would you like to upload additional documents or exhibits?\*

Upload documents or exhibits:\*



Once you have completed filling out the complaint form, you are ready to submit it to the Board of ethics. Use your mouse to e-sign the complaint.

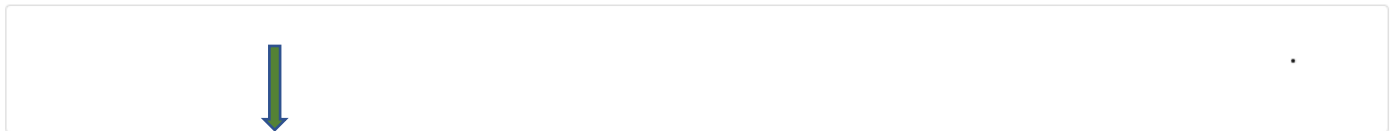
**NOTE** By signing and dating this document you hereby swear under oath that the information given in this complaint, is true, and correct to the best of your knowledge.

**TIP** Remember to confirm your signature by **CLICKING** on, “Save Signature.”



**EXAMPLE:** Certification

If you are on a computer, you will need to use your mouse to sign this document. If you are on a mobile device, you may use your hand to sign this document.

Signature\*



Signature Date

12/01/2022  

Once you save your signature, and **CLICK** on, **SUBMIT**, your complaint will be transmitted to the Board of Ethics. An email confirmation and a copy of your complaint (in PDF format) will be sent to the email you provided for your own records.

**? & TIP: Can you leave your form mid-way thru completing it?**

**YES you can**; should you need to exit the form mid-way, you can do so. When you return and **CLICK ON THE LINK AGAIN** you will be prompted upon returning as to whether you want to "Continue or Start again?"

**EXAMPLE:** Option to continue or start again.

## Continue?

We found an in progress submission, would you like to pick up where you left off or start again?

Start Again

Continue