



Gaithersburg
A CHARACTER COUNTS! CITY

CITY OF GAITHERSBURG IMPROPER OR ILLEGAL ACTIONS IN CITY GOVERNMENT REPORT FORM

Use this form to report an action(s) by a City of Gaithersburg employee or official that you believe to be improper or illegal. *(See Section 1100 of the City of Gaithersburg Personnel Rules & Regulations Manual for more information.)* Please type or print legibly and attach additional pages or supporting documentation, if applicable. Please include as much detail as possible.

Name, position, and department of employee(s) you believe to have engaged in illegal or improper action(s) in City government:

Allegation:

Describe in as much detail as possible the alleged improper or illegal governmental action[s]. Provide as much information as you can; be specific.

Date, time, frequency of alleged improper or illegal action(s) in City government:

Where did the alleged action(s) take place?

Names of persons who may have witnessed the action(s):

Evidence or Documentation:

Please list any evidence or documentation that would support your allegation of improper or illegal action(s). Attach copies if applicable or indicate if you can personally provide documentation.

Name (optional): _____

Email (optional): _____

Phone (optional): _____

(A telephone number or valid email address is required if you want to receive notification that your report has been received)

You are not required to provide your name to submit a report. However, it is very difficult for a thorough review and investigation to be conducted when a report is made anonymously and no contact information for the individual making the report is provided.

You are strongly encouraged to provide your name and/or sufficient contact information to ensure that a proper review and investigation of the report can be conducted. City of Gaithersburg employees reporting suspicion of an improper or illegal act in good faith have protection from retaliation under Section 1110.6 of the Personnel Rules & Regulations.

The identity of and contact information for an individual making a report will be known only to the Preliminary Review Panel and/or to the entity assigned to investigate the report who has a legitimate need to know in order to carry out the investigation.

Please submit this completed report to:

City of Gaithersburg
City Attorney's Office
31 South Summit Avenue
Gaithersburg, MD 20877
301-258-6310 • lboard@gaitersburgmd.gov