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City of Jackson Ethics Committee
Complaint Review/Investigation/Recommendation Process
[Updated Proposal 11/4/2022]

I. Complaint Review

- a. The Internal Auditor ensures that the complaint received meets all requirements per Code of Ethics Ordinance Section 1:401 – 1:411
- b. The Internal Auditor shall notify the Chair of the City of Jackson Ethics Committee [CJEC] of the complaint.
- c. The CJEC shall have a standing “As-Needed” meeting on the first Wednesday of each month at 9:00 at City Hall.
- d. The complaint will be reviewed by the CJEC within 60 days of receipt.

II. Complaint Investigation

- a. The CJEC shall review the complaint and, at their discretion, determine when and/or if the complainant and the subject of the complaint need to be interviewed.
- b. The CJEC shall determine when the complainant and the subject of the complaint are to be notified of the investigation of the complaint.
- c. The CJEC may also request interviews as well as additional information from other parties relevant to the complaint.
- d. Per Ordinance Section 1:410 (3), a two-thirds majority of the CJEC is required to either dismiss the complaint or take additional action as outlined in section 1:411.

III. Complaint Disposition

- a. Once the CJEC completes its investigation and makes its recommendations, the following shall occur:
 - i. An approved summary of the CJEC findings and recommendations, with a link to the meeting video, will be submitted to the City Recorder within 30 days of resolution.
 - ii. Regardless of how the complaint is resolved: dismissed, referred, or recommended for further action, a formal letter of complaint disposition will be issued to the Mayor of Jackson and Members of the Jackson City Council within 30 days.
 - iii. The CJEC respectfully requests the Mayor, City Council Members or the applicable party communicate, in a timely manner, the CJEC resolution of the complaint to the complainant and the subject of the complaint.