

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

RESOLUTION NO. 2026 - 138

**A RESOLUTION ADOPTING A REVISED SANTA FE COUNTY CODE OF CONDUCT
COMPLAINT FORM**

WHEREAS, the Board of County Commissioners of Santa Fe County (Board) adopted Ordinance No. 2022-03, establishing the Santa Fe County Code of Conduct (Code of Conduct) and repealing Ordinance Nos. 2010-12 and 2011-9; and

WHEREAS, the Code of Conduct establishes procedures to ensure Elected Officials, Appointed Officials, Employees and Volunteers of Santa Fe County Government be independent, impartial and responsible to the people; and

WHEREAS, Section 21 of the Code of Conduct establishes the Santa Fe County Ethics Board (Ethics Board), consisting of five members appointed by the Board, to carry out the duties and responsibilities prescribed by the Code of Conduct; and

WHEREAS, the Board has appointed members to the Ethics Board in accordance with Section 21 of the Code of Conduct; and

WHEREAS, Section 20 of the Code of Conduct establishes procedures and requirements for submitting, reviewing, investigating, and resolving complaints alleging violations of the Code of Conduct; and

WHEREAS, on September 10, 2026, the Ethics Board met, reviewed, and approved the proposed revised Santa Fe County Code of Conduct Complaint Form, attached hereto as Exhibit A, for consideration and adoption by the Board; and

WHEREAS, adoption of the revised Santa Fe County Code of Conduct Complaint Form will promote an orderly, consistent, and uniform process for submitting complaints alleging violations of the Code of Conduct; and

WHEREAS, the adoption of the revised Ethics Complaint form, attached as Exhibit B, will continue to serve as part of an orderly and uniform process in submitting an ethical complaint.

NOW, THEREFORE, BE IT RESOLVED that the Santa Fe County Board of County Commissioners hereby adopts the revised Santa Fe County Code of Conduct Complaint Form attached hereto as Exhibit B.

PASSED, APPROVED, AND ADOPTED ON THIS 27th DAY OF OCTOBER, 2026.

**SANTA FE COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____

Justin S. Greene, Chair

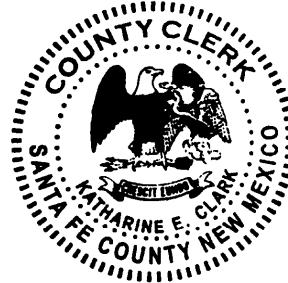
ATTEST:


Katharine E. Clark
Santa Fe County Clerk

Date: 10/28/26

Approved as to form:

Peter Valencia for
Walker Boyd
Santa Fe County Attorney



COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

BCC RESOLUTIONS
PAGES: 6

Hereby Certify That This Instrument Was Filed for
Record On The 28TH Day Of October, 2026 at 05:37:47 PM
and Was Duly Recorded as Instrument # **2094637**
of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy _____ County Clerk, Santa Fe, NM

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Santa Fe County – Code of Conduct Complaint Form

This form shall be used to report alleged violations of the Santa Fe County Code of Conduct, Ordinance No. 2022-03. **File sworn complaints with the Santa Fe County Attorney's Office: in person: 102 Grant Avenue, Santa Fe, NM; mail P.O. Box 276, Santa Fe, NM 87501.**

Please note: information included in this complaint is subject to the Inspection of Public Records Act (IPRA). A copy of this complaint may be provided to persons who are the subject of the complaint. The form must be sworn and signed prior to filing. Anonymous complaints will not be accepted.

Section 1. Person Filing Complaint:

Name: _____

Mailing Address: _____

Contact Phone: _____ Email Address: _____

Section 2. Person(s) Against Whom You Are Filing Complaint:

☐ Check here if including additional sheets; **paginate and label additional sheets as Section 2:**

(a) Name & Position: _____

(b) Name & Position: _____

(c) Name & Position: _____

Section 3. Statement of Complaint:

Describe the nature of complaint and include dates, witnesses to the behavior, action or inaction and other pertinent information regarding the alleged ethics violation. Refer to the specific section of the Code of

☐ Conduct you believe was violated. Provide as much detail as you can, using additional pages as needed.

Check here if including additional sheets; **paginate and label additional sheets as Section 3:**

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Section 4. Witnesses or Other Individuals Who May Be Able to Provide Information:

☐ Check here if including additional sheets; paginate and label sheets as Section 4:

Name: _____

Contact Information: _____ Email Address: _____

Name: _____

Contact Information: _____ Email Address: _____

Name: _____

Contact Information: _____ Email Address: _____

Name: _____

Contact Information: _____ Email Address: _____

Section 5. Supporting Documents (list all documents and other supporting materials attached to this complaint. Please label supporting documents as Section 5.

Section 6. Signature of Complainant

By signing this form, I _____
(print name)

affirm under penalty of perjury that the information provided is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

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Santa Fe County Code of Conduct

Complaints against County Elected or Appointed Officials, Employees and Volunteers

The Santa Fe County Code of Conduct, Ordinance No. 2022-03, establishes minimum standards of ethical behavior for all elected officials, appointed officials, employees and volunteers who hold office or employment for the benefit of the public. The Code of Conduct may be found on the county's website, santafecountynm.gov; search "code of conduct". A copy of the ordinance is also available at the county clerk's office.

Complaints of violations of the Santa Fe County Code of Conduct, also known as ethics complaints, shall be submitted to the Ethics Board by delivering to the Santa Fe County Attorney's Office a **sworn complaint** alleging facts that, if proven, constitute a violation of the Code of Conduct.

If you are concerned about the ethical behavior of a Santa Fe County elected or appointed official, employee or volunteer, please consult the Code of Conduct. In addition to the county's declaration of policy and the responsibility of public office and employment and definitions of terms used in the code (Sections 2-4), the following sections may assist you in determining the nature of your complaint:

- Section 5 – Non-partisanship
- Section 6 – Public Trust
- Section 7 – Recusal
- Section 8 – Conduct Avoiding Impropriety
- Section 9 – Limitations on Employment With, and Appearance Before, the County Following Government Service
- Section 10 – Prohibited Financial Interest in County Business
- Section 11 – *Ex Parte* Communications
- Section 12 – Conflicts of Interest, Disclosure
- Section 13 – Misuse of Confidential Information
- Section 14 – Duty to Report Improper Offers
- Section 15 – Misuse of County Property and Resources for Private Gain or Personal Benefit
- Section 16 – Misuse of Title or Prestige of Office for Private Gain or Personal Benefit
- Section 17 – Political Activity
- Section 18 – Disclosure
- Section 19 – Coercion.

The following sections detail the procedures and processes of making and resolving ethics complaints and creates the Ethics Board:

- Section 20 – Reporting and Resolving Alleged Ethics Violations
 - Section 21 – County Ethics Board
 - Section 22 – Right of Appeal
 - Section 23 – Non-retaliation
 - Section 24 – Restrictions on the Board of County Commissioners;
- Administration of the Personnel System, Management
- Section 25 – Penalties.

Is it An Ethics Violation?

A person concerned about the behavior, action or inaction of an elected or appointed official, employee or volunteer of Santa Fe County must first consider whether the behavior, action or inaction is an ethical violation. A true ethics complaint is a demonstrated failure of a county government official, employee or volunteer to adhere to a specific standard or principle as specified in the Code of Conduct (County Ordinance 2022-03) and the complaint is supported by objective documentation.

Some complaints against officials, employees or volunteers are not about ethics, but other issues, e.g.:

- ▶ is this a legal issue – meaning not every violation of the law is an ethical violation. A licensed professional may violate state law related to the profession, but that does not necessarily equate with an ethics violation.
- ▶ is this a business-type issue – meaning issues that arise from a business perspective, such as a billing or contractual dispute (this would likely include a person outside county government complaining about a county employee, official or volunteer.
- ▶ is this an employment issue – meaning a disagreement among staff, inadequate supervision, inaccurate task-related instructions, activity or behavior the complainant would not personally engage in – generally, interpersonal or work-related relationship issues are not addressed as ethical issues, but handled through the HR process.