



# Bernalillo County Compliance Office

Robert Kidd, Compliance Officer

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## GUIDELINES FOR RESPONDENT TO SWORN COMPLAINT

(Guidelines are subject to the Bernalillo County Code of Conduct Ordinance and the Rules and Regulations of the Code of Conduct Review Board. Information contained within will be shared with the Complainant and is public record.)

Upon filing a Sworn Complaint, the Complainant must be able to prove the specific allegation(s) to the Code of Conduct that the Respondent is alleged to have committed. The Respondent, however, is able to respond to such allegation(s) of the Sworn Complaint and this checklist for the Respondent allows for responses to be provided to the Code of Conduct Review Board (Board) for its consideration. The list should include an itemization of information, evidence and/or exhibits that support the response and must be filed with the Compliance Office. A Respondent may supplement this list as allowed or directed by the Code of Conduct Review Board.

**“RESPONSE TO ALLEGED VIOLATION(S)  
TO THE CODE OF CONDUCT”**

**MEANS:**

That for each of the allegation(s) stated in the sworn Complaint, a detailed statement/answer should be provided for the Complainant and Board to review.

**LIST OF ANTICIPATED RESPONSIVE WRITTEN,  
AUDIO, ELECTRONIC, COUNTY DOCUMENTS  
EXHIBITS:**

**MEANS:**

Recordings via cell phone, landline telephone, tape recorder, electronic documents/information provided via CD/DVD/USB Flash/video tape any documents in possession of Bernalillo County, e.g. employee office/cellular phone and/or computer logs, e-mail originated by county employees, using county property on county premises and on county time which are in support of the response given to the alleged violation(s).

**RESPONSE WITNESS(ES) LIST TO COMPLAINANT’S  
SUBMITTED WITNESS LIST:**

**MEANS:**

Names of all people you intend to call at the evidentiary hearing to testify on your behalf.

**ANTICIPATED SUBPOENA(S) LIST THAT ARE TO  
BE SERVED BY RESPONDENT AT A LATER DATE:**

**MEANS:**

Names of all people intended for testimony, as well as any request for document production.

**“OTHER”**

**MEANS:**

This list should consist of any and all other information not already stated above.