

**RYE TOWNSHIP
RECEIPT OF COMPLAINT POLICY**

The Rye Township Board of Supervisors institutes the following policy for receiving complaints:

1. All complaints shall be made in writing on a form provided by the Township, signed by the complainant (s) and filed with the Township office.
2. The person or persons filing this complaint shall understand that by signing and/or attesting to the information contained herein they may be asked and/or summoned by subpoena to provide testimony on this complaint.
3. Anonymous complaints or unsigned complaints cannot be acted upon.
4. All complainants' names are kept confidential, unless otherwise forced by the courts.
5. All complaints will be responded to as soon as possible.
6. The Zoning and Codes Enforcement Officer can only respond to written and signed complaints.

The above complaint policy has been adopted at a regularly scheduled board meeting on March 24, 2014 and instituted immediately to provide a fair and reasonable method for obtaining compliance with Township ordinances and regulations.

RYE TOWNSHIP BOARD OF SUPERVISORS:

Kenneth C. Quigley, Chairman

Ronald L. Cree, Vice-Chairman

James M. Sabo, Supervisor

ATTEST:

Daisy Lightner, Secretary/Treasurer