

**Policy on Citizen Complaints**  
**Tobyhanna Township**

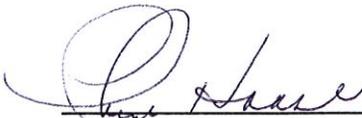
Tobyhanna Township is dedicated to maintain the trust that our community has bestowed upon us. Therefore, our policy is to investigate complaints regarding violations of township ordinances or other applicable laws. If you feel that a violation has occurred, or if you directly witnessed a suspect action, we encourage you to file a formal citizen's complaint.

Once your violation complaint has been received, it will be investigated and the appropriate actions will take place to attempt to correct the violation. Please understand we want to work with the public and residents of Tobyhanna Township and not against them. It is the Township's policy to allow the landowner to remedy the problem once they have been made aware of the violation. If they fail to act, the Township will take further legal action to correct the violation. Once the complaint has been filed the Officer or Inspector will not further discuss the investigation with the complainant. The complainant may be summoned to court to testify if so needed.

Anyone who has personal knowledge of facts and wishes to file a formal complaint must provide their name and contact information to the Township. Complaints submitted to Tobyhanna Township under Section 708 17. (a) of the Right to Know Law are exempt from disclosure. Forms are available on our website or at the Government Building. Complaints related to the health, safety and welfare will be assigned to the proper department regardless of how the complaint was filed.

**ENACTED this 9th day of May 2016 (Two Thousand Sixteen).**

**ATTEST:**

  
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**Phyllis Haase, Township Secretary**

**TOWNSHIP OF TOBYHANNA  
BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
**Anne Lamberton, Chair**

  
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