

HOPEWELL TOWNSHIP

RESOLUTION NO. 10-2023

**PROCEDURES FOR INVESTIGATING COMPLAINTS
REGARDING NONCRIMINAL VIOLATIONS**

WHEREAS, the Board of Supervisors for Hopewell Township desires to set forth the procedures to be followed by Township staff to investigate complaints involving noncriminal violations:

Section 1. Complaints involving noncriminal violations shall be documented on a Complaint form, which shall be substantially in the form as attached hereto. Complaint forms shall be signed and dated by the Complainant. The Complaint form shall be made available in the office and shall be accessible on the Township's website.

Section 2. Complaints received over the telephone phone shall be informed of the requirement to complete a Complaint form either in person, by mail, or by e mail. Complaints received by e mail may be acted upon if staff is comfortable that the sender of the e-mail is legitimate. Staff may also respond to the e mail by sending a Complaint form to the sender and requesting that the form be completed, signed and e-mailed back to the Township before any further action is taken.

Section 3. Complaints received anonymously or without any way for staff to verify the author of the complaint shall not be investigated. Staff are not required to investigate complaints that are within the exclusive jurisdiction of another governmental authority or deemed to be frivolous or repetitive or filed for any malicious purpose.

Section 4. Complaints submitted to an agency relating to a noncriminal investigation are exempt from the definition of a public record under the Right-to-Know Law.

This Resolution has been adopted this 11th day of July, 2023.

ATTEST:




Katie Berry, Secretary

HOPEWELL TOWNSHIP
BOARD OF SUPERVISORS


By: 

Aaron Manifold, Chairman



By: 

John O'Neill, Supervisor

By: 

David Wisnom, Supervisor