

**DEERFIELD TOWNSHIP
ORDINANCE COMPLAINT POLICY**

Whereas it is very difficult to write any ordinance that covers all situations at all times and an enforcement entity must make a decision if the ordinance has met the spirit of the law or not, the following procedure will be followed by Deerfield Township:

- 1) When a complaint about an ordinance or a presumed ordinance violation is brought to the attention of the township, it must be put in writing on a complaint form and signed by the accuser.
- 2) The Supervisor will turn the complaint over to one of the enforcement entities. The enforcement entities for Deerfield Township include but are not limited to the following:
 - a) Construction Code Authority
 - b) Police
 - c) Supervisor
 - d) Township attorney
 - e) Animal control
- 3) The assigned enforcement entity will investigate the complaint; make a determination as to the validity of the complaint and document in writing on the complaint form their findings.
 - a) If there is a substantial violation of an ordinance in the enforcement entity's opinion that warrants correction, the responsible party will be contacted for correction and/or ticketed.
 - b) If there is not a substantial violation, the matter will be considered dropped by the township.In either case, the complainant will be notified in writing of the enforcement entity's decision.
- 4) If the complainant or ordinance violator disagrees with the findings of the ordinance enforcement entity, they may appeal the matter to the Deerfield Township Board whose decision shall be final unless over ruled by a court having proper jurisdiction.