BRIAR CREEK BOROUGH CODES ENFORCEMENT COMPLAINT REPORT

PURPOSE: To establish the uniform and proper handling of allegations of Code violations.

COMPLAINT PROCEDURE:

1. **The plaintiff will be provided with a code enforcement statement form.**
2. **The plaintiff will document in his/her own legible handwriting the details of the alleged violation(s). The statement should be as detailed and accurate as possible. The statement should contain the name(s) and phone numbers of the alleged violator(s) if known. The statement should contain exactly where the alleged violation(s) occurred. The statement should contain, in specific terms, what has happened or is continuing to happen.**
3. **The plaintiff shall return this written statement to the Codes/Enforcement Officer in a timely manner. The plaintiff shall sign the statement.**

PLEASE COMPLETE THE FOLLOWING:

Plaintiff name:_____

Address:_____

Home phone number:_____ **Business phone number:**_____

I AM PERSONALLY FILING AN OFFICIAL COMPLAINT AND I AM ASKING THAT A THOROUGH INVESTIGATION BE COMPLETED RELATIVE TO THE ALLEGED VIOLATION (S) I HAVE LISTED.

I MAKE THE ALLEGATION (S) OF MY OWN FREE WILL AND I AFFIRM THAT THE STATEMENTS MADE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT IF THE INVESTIGATION PROVES THE ALLEGATION (S) TO BE WITHOUT MERIT, I MAY BE LIABLE TO BOTH CRIMINAL AND CIVIL PROSECUTION. I UNDERSTAND THAT I AY BE REQUIRED TO TESTIFY AT ALL PROCEDINGS RELATIVE TO THE ALLEGATION (S).

_____ _____ _____

Plaintiff Signature **Date** **Time**

_____ _____

Larry C. Frace, Codes Officer **Date Received**

BRIAR CREEK BOROUGH CODES ENFORCEMENT
COMPLAINT STATEMENT FORM

DATE:_____

PLAINTIFF:_____

Page _____ of _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Signature of Plaintiff