

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION ESTABLISHING A POLICY REGARDING ACCEPTANCE OF COMPLAINTS AND REPORTS OF VIOLATIONS OF LAND USE AND CONSERVATION ORDINANCES AND LAWS UNDER THE JURISDICTION OF TODD COUNTY

WHEREAS, The Todd County Board of Commissioners and the Todd County Soil and Water Conservation District Board of Supervisors (hereafter “Boards”) have a shared goal to ensure that reported violations of land use and conservation ordinances and laws are investigated and appropriately resolved, and;

WHEREAS, the Boards mutually agree that an individual who reports a violation will be contacted following investigation of an alleged violation regarding the validity of said violation and any actions subsequently taken to resolve said violation, and;

NOW, THEREFORE BE IT RESOLVED, that the Boards adopt the following policy:

Purpose: To best serve the people of Todd County, the Board of Commissioners along with the Soil Water & Conservation District Board of Supervisors want to assure that every complaint and/or report of land use violation is investigated; to facilitate this commitment the two boards approve the establishment of a policy on how employees are to respond to complaints and/or reports of land use violations.

1. All complaints and/or reports of land use violations must be accompanied by the complainants’ name and one or more of the following:
 - a. Phone number
 - b. Email address
 - c. Physical address
2. All complaint information will be kept confidential unless the County is legally required to produce said information.
3. All complaints received meeting the requirements of item one of this policy will be fully investigated.
4. Regardless of the outcome of the investigation, it shall be the duty of the Division Director to ensure that complainants are provided with the findings of the investigation, and what, if any, actions were taken.
5. Staff taking complaints must inform the complainant of the following:
 - a. The County will keep the information confidential, unless it is required by law to disclose. The situations where this may happen are when a complaint results in prosecution, or through other legal action.
 - b. The County will inform the complainant if the County is required to disclose their name prior to actually disclosing their name.