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| OFFICE USE ONLY  |
| Date Rec'd _____ |
| Rec'd by _____   |

## ORDINANCE VIOLATION COMPLAINT FORM

Updated June 2024

### Plaintiff

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Phones: \_\_\_\_\_

Email: \_\_\_\_\_

Today's date: \_\_\_\_\_

|  |     |    |              |
|--|-----|----|--------------|
| Plaintiff wishes to maintain anonymity?  | YES | NO | DOESN'T CARE |
| Plaintiff understands anonymity cannot be guaranteed? (SEE BACK FOR EXPLANATION) | YES | NO |              |
| Plaintiff asks that the Crystal Lake Board file the Complaint?                   | YES | NO |              |

### Alleged Violator(s)

Name(s): \_\_\_\_\_

Address of Violation: \_\_\_\_\_

Violator's Contact Information (if available) \_\_\_\_\_

Date of alleged violation: \_\_\_\_\_

General Statement of Complaint (please attach additional page if needed, plus photos or recordings):

Signature (required): \_\_\_\_\_

## ANONYMOUS . . .OR NOT?

As it pertains to citizens' reporting violations of our zoning or other township ordinances (such as junk, fireworks, and others) the Crystal Lake Township Board considered certain factors:

- A) we are a small community with a low population and, therefore, constituents are often related, friends, or acquaintances;
- B) it is sometimes difficult to complain about family or neighbors with further exacerbating an already tense situation;
- C) plaintiffs can have legitimate fears concerning acts of recrimination.

Thus it was resolved that, in some cases, if the plaintiff requests anonymity, the CLT Board would attempt to honor that request up until a certain point. Also, if the CLT Board (zoning administrator, board member, staff worker) is satisfied with the veracity of the complaint, it could agree to become the official plaintiff in the individual's stead.

First and foremost, Crystal Lake Township wishes citizens to sign their names to any complaints they submit to the Board. Following that, the Township's always desires an amicable solution to any alleged violation of an ordinance. The Board recognizes that if there is no cooperation towards resolution, a citation may be issued and, if the case goes to court, successful prosecution of a violation may require any previously undisclosed identities to ultimately be disclosed. After all, if accused, everyone in American has the constitutional right to confront their accuser.

After pondering many factors, the Crystal Lake Township passed a resolution in 2014 stating if a plaintiff requests anonymity when reporting or expressing a concern over a possible township ordinance violation, the CLT or its designee shall

- A) assess the situation to see if the offense is one which can be observed by a designee and possibly conclude there is no need to identify the plaintiff because a designated official can testify in lieu of a citizen; and/or
- B) advise the plaintiff that all attempts will be made to maintain anonymity but that this may not be possible, especially if the alleged violation isn't readily observable. The identity of a person filing a complaint may have to be disclosed in order to prosecute the violator when the plaintiff is the witness to the illegal conduct (for example, the illegal ignition of fireworks) and whose testimony would be necessary to prove the case. That being the situation, the plaintiff may be given the choice to "go public" or the enforcement may be hindered, perhaps stopped all together;
- C) honor the request for anonymity to the extent there is no need to identify the plaintiff in order to initiate an investigation prosecute the charges involved. In such a situation, the plaintiff's name shall be exempt from disclosure under section 13(b)(iv) of the Freedom of Information Act [MCL 15.243 (b)(iv)] which exempts from disclosure public records which would "disclose the identity of a confidential source, or if the record is compiled by a law enforcement agency in the course of a criminal investigation, disclose confidential information furnished only by a confidential source."