

ECC VIOLATION COMPLAINT FORM

PURPOSE: To be completed by any CWL member in good standing who wishes to report ECC violation(s) to the committee or administration.

INSTRUCTIONS: Complete the form in its entirety and return to administration office in person, electronically, or via overnight drop box

DATE SUBMITTED: ____/____/____.

LOCATION OF VIOLATION: UNIT _____ LOT(S) _____.

Write description here, attach separate sheets of paper as needed:

DESCRIPTION OF VIOLATION (be as specific as possible, referencing CWL Board policies, by-laws, etc. when known)

SUBMITTING MEMBERS INFORMATION (OPTIONAL):

NAME _____ UNIT _____ LOT(S) _____.

OFFICE PERSONNEL:

RECEIVED BY _____ DATE _____.

SEE REVERSE FOR FURTHER INSTRUCTIONS

1. Stamp with "received" office stamp in box provided here: ----->

2. Provide copies to the following:
- a. Submitting Member if known
 - b. CWL inspector
 - c. ECC Committee Chairperson
 - d. CWL General Manager

INSPECTOR FOLLOW UP / ACTIONS

1. CWL Inspector to investigate violation, resulting comments here
- a. Date investigated _____
 - b. Violation(s) found? (Circle one) **YES** **NO**
 - c. Violation(s) notice issued? (Circle one) **YES** **NO** **DATE** _____
 - d. Violation notice delivery method (Circle one) **IN PERSON** **US MAIL** **ELECTRONIC**

NOTE: Inspector to redact submitting members' identifying information when sharing this form outside of CWL administrative or legislative personnel

- e. Fine(s) Issued? (Circle one) **YES** **NO** **AMOUNT:** _____

VIOLATION DETAIL

Include specific actions necessary to comply and time given to comply. NOTE: fines will be imposed from the date violation was issued if compliance requirements are not met by date provided

- 1. Reference ECC code violated: _____
- 2. Date provided for compliance: _____
- 3. Description of violation(s) found: (attach violation notice and additional sheets of paper as needed)

ECC FOLLOW UP / ACTIONS

- 1. Any member receiving notice of violation has the right to appeal to the ECC in writing or in person at next regularly scheduled ECC meeting
- 2. If written appeal is submitted, Office to notify ECC chair of appeal. ECC chair shall place the matter for consideration on the agenda of next regularly scheduled ECC meeting
- 3. If appeal is heard, attach meeting minutes and/or documents detailing final ruling
- 4. Provide copies of final ruling to submitting member (if known), member in violation, and in file of member in violation