

Complaint Policy and Procedure of the Belmont Housing Authority

Approval Date:

Authorizing Signature:

Purpose: To establish a clearly defined policy and procedure for managing complaints received from residents, employees, law enforcement, and other sources

Procedure:

A complaint is any issue raised about any activities impacting policy, procedures, the Health and Safety of residents, employees or others which will adversely impact the quality of life, services for residents or the mission of the Belmont Housing Authority.

Step 1 Complaints Alleging:

1. Discourtesy
2. Infractions of lease/policy requirements
3. Illegal activities
4. Cleanliness
5. Safety
6. Health
7. Improper conduct of resident or staff

Will be submitted in writing (using the complaint template) to Gastonia Housing Authority, PO Box 2398, Gastonia, NC 28054. Complaint forms and self-addressed envelopes will be available in the Belmont Administrative Office, 51 Flowers Court for resident use. This information will then be entered into a permanent log to ensure proper and timely follow up on all complaints by the affected manager.

- Step 2 Any employee can and will be expected to receive complaints from any source. Complaints received by the property manager will be forwarded to the Interim Executive Director, who will then, ensure proper follow up and documentation takes place.
- Step 3 The complainant, if known, will be notified within 7 days of the status of their complaint, if appropriate. In all cases, a final determination will be made and documented. Appropriate personnel will be involved which bring the complaint to a complete and satisfactory conclusion. A written response will be mailed to the complainant. The complainant may request a meeting at the conclusion of the investigation or the response to the complaint if desired.
- Step 4 As soon as possible, an employee will be designated to investigate, take action or make recommendations for action or forward the complaint to the next appropriate party for action. The responsibility for notification will and follow up will always be carried out by the initial complaint taker except where otherwise appropriate.
- Step 5 Any person on staff can take the initial complaint and then forward the complaint to appropriate personnel for proper follow up and documentation.
- Step 6 At the conclusion of the complaint response, the disposition of the complaint will be logged into the permanent record and on the initial complaint form.
- Step 7 The completed investigation will be forwarded to the property manager for review and approval to close the complaint.
- Step 8 The file will then be entered into the sequential file and returned to the property manager for filing.
- Step 9 In the case where the complaint is lodged against an employee, the results of the complaint will

be entered into the employees personnel file.

Step 10 The completed investigation will be forwarded to the property manager for review and approval to close the complaint.

Forwarding of a complaint to the next level for review or investigation:

Step 1 Should a complaint taker take a complaint that should be reviewed and investigated by someone other than the complaint taker, the complainant should be referred to the next supervisor to determine the most appropriate method for investigating the complaint.

Step 2 The person investigating the complaint will then assume the responsibilities as outlined above.

Review of process:

Step 1 The Belmont Housing Authority Executive Director will conduct an annual review and revise this policy as necessary.

Step 2 Seek approval of the Belmont Board of Commissioners.

**Belmont Housing Authority
Complaint Form**

Referred To: _____

Date: _____
Time: _____

Complainant: _____ Gender: _____ Race: _____ Age: _____

Address: _____ Phone: _____

Business or Alternate Address:

Phone: _____

Nature of Complaint: _____

Location of Occurrence: _____ Date: _____ Time: _____

Narrative:

Taken by: _____ Date: _____

Action Taken:

Reviewing Supervisor: _____ Date: _____