## **Complaint Policy**

The Board of directors will consider written complaints about the policies and procedures of the District, the Appraisal Review Board, the Board of Directors, and any other matter within the Board's jurisdiction. All correspondence should be addressed as follows:

Chairman, Board of Directors DeWitt County Appraisal District 103 E. Bailey St. Cuero, TX 77954

Written complaints will be forwarded to all members of the Board and placed as an item on the agenda for the next regularly scheduled meeting of the Board of Directors. All parties to any complaint will be provided with a copy of the written complaint and will be notified of the meeting date and time at which the complaint will be considered.

All parties to any complaint will be given the opportunity to address the Board concerning the subject matter of the complaint. No employee or official of the appraisal district shall be sanctioned or disciplined in any manner by the board in response to a complaint without being given an opportunity to be heard by the board at a public meeting. Each employee and/or official of the district shall cooperate fully with an investigation stemming from any complaint.

Board deliberations concerning complaints must comply with the applicable provisions of the Texas Open Meetings Act. Pursuant to Section 6.04(g), Texas Property Tax Code, the board of directors shall notify the parties to the complaint concerning its status on a quarterly basis until final disposition of the matter, unless notice would jeopardize an undercover investigation.