



CRYSTAL POLICE DEPARTMENT

Department Policy Manual

TITLE: Code Enforcement
NUMBER: 5.9
DATE: 12/10/2014
NO. PAGES: 2

POLICY

Community Service Officers will primarily be responsible for code enforcement within the police department. In the absence of a Community Service officer, a Police Officer may initiate the code enforcement process.

RECEIPT OF CODE VIOLATION

Code enforcement will be initiated after identification of a violation. Complaints of code violations will be received in one of the following manners:

- Self-initiation by CSO or officer
- Citizen complaint to police department
- Citizen complaint forwarded by Community Development

The police department is responsible for enforcement of the following code violations:

- Junk or abandoned vehicles
- Off street parking violations

COMPLAINT PROCESS

Community development is charged with maintenance of the database of city code violations. Complaint dispositions must be forwarded to Community Development.

SELF-INITIATED COMPLAINTS

A warning notice shall be issued. A copy of the notice will be sent to community development to initiate a database entry.

If a warning notice is issued by a police officer, there should be no notation of the number of days to correct the violation. Instead, a notation that the complaint will be followed up by a CSO should be made. A copy of the notice should be left with the violator. All other copies should be forwarded to the CSO responsible for that section of the city.

Additional warnings, citations and requests for formal complaints are the responsibility of the Community Service Officer.

A final disposition will be sent to Community Development.

CITIZEN COMPLAINT TO POLICE DEPARTMENT

When a call for service is generated regarding a code violation, the procedure for self-initiated complaints shall be followed.

CITIZEN COMPLAINT FORWARDED BY COMMUNITY DEVELOPMENT

Community Development will forward a complaint form to the CSO responsible for the area of the city where the violation is reported.

The CSO will respond to the location of the violation and determine if an actual violation has occurred.

Warning notices will be issued as needed and copied to Community Development.

Additional warnings, citations and requests for formal complaints are the responsibility of the CSO.

A final disposition, along with the original complaint form will be sent to Community Development.