

Date: _____

Time: _____

Initials: _____

ORDINANCE OR DISTURBANCE COMPLAINT FORM

Complainant Information:

Name: _____

Physical Address: _____

Home #: _____ Cell #: _____

Form of Complaint:

Citizen Dispute Disturbance Ordinance # _____

Violator Name: _____

Physical Address: _____

Mailing Address: _____

Home #: _____ Cell #: _____

If Address Unknown Description of Location:

Complaint Details / Summary of Problem:

ENFORCEMENT ACTION FORM

Verify Ownership of: Residence Vehicle Animal

Violator Name: _____

Physical Address: _____

Mailing Address: _____

Home #: _____ Cell #: _____

Completed Actions:

Enforcement Officer Case Assigned to: _____

Sent to program administrator Date _____

Initial notification to violator Date _____

Type of Notification made Call Email Mail Sticker

Compliance deadline Date _____

Has compliance been met YES NO Date _____

Case file prepared Date _____

Formal "Warning Notice of Violation" sent Date _____

Compliance deadline Date _____

Has compliance been met YES NO Date _____

Citation issued / mailed Date _____

Violation(s) cited for:

Court proceedings begun Date _____

Copies of all pictures, complaints, police reports and formal narrative received