

*COMPLAINT  
RECIEVED*



*INVESTIGATION*



*COMMUNICATION*



*EDUCATION*



*ENFORCEMENT*



*FINAL  
PROCESSING*



A complaint is received and a case is opened and assigned to the officer responsible for the particular Public Service Area

Provided the violation falls within our authority, the officer will conduct an investigation. This will include inspections, interviews, research, coorespondence

Code Enforcement Officers make every effort to communicate with both complainants and violators to ensure that both understand what is happening and why

We see education as a primary duty of Code Enforcement. Interpreting and accurately explaining why we do what we do is something we do every day.

When all avenues to voluntary compliance have been exhausted, Code Enforcement may issue citations and if necessary, write a warrant to correct the problem at the property owner's expense.

A case is closed when the violation has been corrected, or deemed unfounded.