

CITY OF EUREKA

Category: ADMINISTRATION

POLICIES & PROCEDURES

Subject: ENFORCEMENT OF MUNICIPAL
CODE

Date Adopted: January 1, 1976

File 1.03
Number

POLICY OBJECTIVE

To establish guidelines to be followed by department heads for enforcing municipal ordinances.

ASSIGNED RESPONSIBILITY

All Department Heads

POLICY

When there is evidence that existing ordinances are being violated, the following procedures shall be followed by the responsible department:

1. Determine exactly who the violator is and give the person a phone call.
2. After a week or ten days, a letter should be sent asking the violator to comply with the ordinance (copies should be sent to City Attorney and Chief of Police).
3. If no action is evident, a second letter should be sent by Certified Mail. The letter should state that if there is no compliance within ten days, a criminal complaint will be filed (carbon copies should be sent to City Attorney and Chief of Police).
4. If no action is taken by the violator within the given period of time, a memo should be sent to the City Attorney requesting filing of a criminal complaint (Copies should be sent to Chief of Police and City Manager).

Occasionally, a department head's judgment will indicate some deviation from this procedure, in which case, the City Attorney and Chief of Police shall be kept informed.