# CODE ENFORCEMENT WORK FLOW

| Compliant Taken<br><br>Login/Accepted | **Name & Number**<br><br>***If violation is not visible from the street, two signed/emailed complaints from citizens are required per ordinance to allow entry** |
|---|---|

**Officer Assigned to Investigate**

**No Violation**

**Case Closed**

**Violation:**
**Courtesy Notice/Door Hanger Issued.**
**Photos taken, Evidence gathered.**
**Certified letter for repeat offenders**

**Compliant**

**Compliance Check:**
**3 to 7 days after courtesy notice**

**Non-Compliant:**
**2nd Notice Issued.**
**Photos taken and certified letter mailed to Property Owner**

**Compliant**

**Compliance Check:**
**3 to 5 days after courtesy notice**

**Non-Compliant:**
**Citation Issued.**
**Report Issued to City**

**Compliant**

**Abatement Work Order to Vendor**

**Court Case Assigned**

**Community Development Issues work order**