INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION, 2015 ANNUAL CONFERENCE

- CODE ENFORCEMENT PROGRAM

PRACTICAL EVIDENCE FOR CODE ENFORCEMENT

- VALERIE KOLCZYNSKI, CITY ATTORNEY, CONCORD NC

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CODE ENFORCEMENT PRACTICAL EVIDENCE

HOW TO GET WHAT YOU NEED TO GET WHERE YOU WANT TO GO!



INTRODUCTION

EVIDENCE DEFINED:

- MATTER PRODUCED BEFORE A COURT OF LAW IN AN ATTEMPT TO PROVE OR DISPROVE A POINT IN ISSUE, SUCH AS THE STATEMENTS OF WITNESSES, DOCUMENTS, MATERIAL OBJECTS, ETC

  THE COLLINS ENGLISH DICTIONARY ONLINE

- ***A***: AN OUTWARD SIGN : INDICATION

  B: SOMETHING THAT FURNISHES PROOF : TESTIMONY; ***SPECIFICALLY***: SOMETHING LEGALLY SUBMITTED TO A TRIBUNAL TO ASCERTAIN THE TRUTH OF A MATTER

  MERRIAM-WEBSTER ONLINE

- ANYTHING THAT TENDS TO SHOW THAT AN ASSERTION IS TRUE.

PURPOSE OF EVIDENCE

- TO SHOW THAT A VIOLATION OCCURRED OR EXISTS
- TO COMPLETE YOUR CASE FILE
- TO PRESENT AS PROOF IN A BOARD OR COMMISSION HEARING, CITY COUNCIL MEETING OR COURT OF LAW
- TO PROTECT YOU FROM FALSE ALLEGATIONS
- TO SUBSTANTIATE A REQUEST TO A MAGISTRATE FOR AN ADMINISTRATIVE WARRANT
- TO ESTABLISH A BASIS FOR CIVIL ACTION OR CRIMINAL CHARGES

KINDS OF EVIDENCE

- DOCUMENTS
- VIDEO/AUDIO
- RESEARCH
- PHYSICAL
- PHOTOGRAPHS

DOCUMENT EVIDENCE

- WARRANTS
- NOTICES OF VIOLATION
- CITATIONS
- INSPECTION REPORTS/FORMS
- NOTES
- BID RECORDS
- LIS PENDENS
- TIME LINE

TIME LINE OF CODE ENFORCEMENT ACTION

578 Main Street
Mike Helms

November 9, 2007
Notice posted requiring no occupancy.

Numerous photos depicting code violations in the structure exterior and interior.

November 12, 2007
Notification of Housing Code Violation. **NOT served.** Certified mail returned unclaimed – addressed to 7900 Malibu Road.

November 29, 2007
Finding of Fact issued. **NOT served.** Certified mail returned unclaimed – addressed to 7900 Malibu Road.

December 27, 2007
Photos depicting fire damage to the structure.

January 2, 2008
Civil Citation. **NOT served.** Mailed 1st class. Certificate of mailing attched showing mailed to 7900 Malibu Road. NO certified info attached.

January 15, 2008
Undated Note from Mike Helms requesting waiver of accrued civil penalties and extension of time to complete repairs. Note from Mitchell Furr dated 1/15 states Mr. Helms was given 30 days at a meeting.

January 17, 2008
Letter to Mike Helms from Chief Hamilton.
Waiving fines and granting extension of time until February 17, 2008 to complete repairs.

March 19, 2008
Email from Mitchell Furr to V. Kolczynski requesting review of the file and stating that civil penalties are running.

March 30, 2008
Title search results show owners: Micheal Helms Sr. and wife Dianne Helms.

June 4, 2008
Invoice for removal of trash and debris from the property (30-161) $300.00.

ADMISSIBILITY

- RELEVANT – TEND TO PROVE OR DISPROVE SOME FACT AT ISSUE
- NOT UNFAIRLY PREJUDICIAL
- SOME INDICIA OF RELIABILITY – NOT HEARSAY, AUTHENTIC, CHAIN OF CUSTODY

RESEARCH

- GIS RECORDS
- TITLE RECORDS FROM REGISTER OF DEEDS
- TAX, BUSINESS LICENSE, VEHICLE REGISTRATION, SECRETARY OF STATE, ETC.

PHOTOS IN GENERAL

- USE YOUR CAMERA'S DATE STAMP FEATURE
- THINK THROUGH WHAT YOU ARE TRYING TO SHOW IN THE PHOTOS
- TAKE AT LEAST ONE WIDE ANGLE OVERVIEW TO SHOW CONTEXT
- TAKE A SERIES OF PHOTOS GETTING IN CLOSER AND SHOWING MORE DETAIL
- TAKE ENOUGH PHOTOS TO DOCUMENT THE ENTIRE PROBLEM
- UPDATE THE PHOTOS















ADMISSIBILITY OF PHOTOS

- FEDERAL RULES OF EVIDENCE, RULES 101 AND 103
  - PRINT OUTS THAT ACCURATELY SHOW COMPUTER DATA ARE “ORIGINALS”;
  - OR DUPLICATES THAT ARE MECHANICAL OR ELECTRONIC RE-RECORDINGS OF THE ORIGINAL ARE ADMISSIBLE TO THE SAME EXTENT AS ORIGINALS UNLESS A QUESTION IS RAISED AS TO AUTHENTICITY OR IT IS UNFAIR TO ADMIT THE DUPLICATE FOR SOME REASON
- STATE RULES OF EVIDENCE VARY
  - NC FOLLOWS THE FEDERAL RULE

ADMISSIBILITY OF PHOTOS

- AUTHENTICATION: TESTIMONY THAT THE PHOTO ACCURATELY DEPICTS THE AREA OF VIOLATION
  - TESTIFYING WITNESS DOES NOT HAVE TO TAKE THE PHOTOS OR EVEN BE PRESENT WHEN THE PHOTOS WERE TAKEN. THE COURT'S INTEREST IS WHETHER THE PHOTO IS AN ACCURATE REPRESENTATION OF THE SUBJECT. SEE EG., SCOTT V. STATE, 414 SO.2D 177 (ALA. CRIM. APP. 1982); STATE V. LOCKETT, 232 KAN. 317, 654 P.2D 433 (1982).
- THE WIDE ANGLE OVERVIEW WILL BE HELPFUL TO ESTABLISH THE CONTEXT AND VALIDITY OF THE PHOTO AND SHOW HOW THE DETAILED PHOTOS FIT INTO THE WHOLE.
- SILENT WITNESS PHOTOS – SOME PHOTOS OR VIDEOS MAY BE ADMISSIBLE WITHOUT ANY TESTIMONY. FOR EXAMPLE, AUTOMATIC SURVEILLANCE VIDEO MAY BE ADMITTED WITHOUT WITNESS TESTIMONY. SEE EG., US V. TAYLOR, 530 F. 2D 639 (5TH CIR.), CERT. DENIED, 429 U.S . 845 (1976); PAGE V. TEXAS, 125 SW.3D 640 (2003).

PROBLEMS WITH ADMISSIBILITY AND HOW TO AVOID THEM:

- DISTORTED AND/OR MISLEADING PHOTOS
  - LENS TYPE – DIFFERENT LENS TYPES SUCH AS TELEPHOTO OR WIDE-ANGLE LENSES CAN CHANGE THE WAY THE PHOTO LOOKS
    - TELEPHOTO MIGHT MAKE THE SUBJECT APPEAR MORE NARROW AND CLOSER.
    - WIDE-ANGLE MIGHT MAKE THE SUBJECT APPEAR BROADER AND FARTHER AWAY.
  - PERSPECTIVE AND CAMERA POSITION
  - LIGHTING
- PHOTOS TAKEN IN A WAY TO PROVOKE AN EMOTIONAL RESPONSE
  - TYPICALLY IN CRIMINAL CASES WITH REFERENCE TO GRUESOME PHOTOS OF CRIME VICTIMS, ETC


FASTENAL
FUSION
JAN 28 2013


FUSION
MOOG
MAHLE
JAN 28 2013

WARRANTS

- DO YOU NEED ONE?
- HOW TO GET ONE?

DO YOU NEED A WARRANT?

- 4TH AMENDMENT PROTECTS CITIZENS FROM UNREASONABLE SEARCH AND SEIZURE OF PRIVATE PROPERTY
  - WHAT IS PRIVATE PROPERTY?
    - CURTILAGE – "[C]URTILAGE QUESTIONS SHOULD BE RESOLVED WITH PARTICULAR REFERENCE TO FOUR FACTORS:
      - THE PROXIMITY OF THE AREA CLAIMED TO BE CURTILAGE TO THE HOME,
      - WHETHER THE AREA IS INCLUDED WITHIN AN ENCLOSURE SURROUNDING THE HOME,
      - THE NATURE OF THE USES TO WHICH THE AREA IS PUT,
      - AND THE STEPS TAKEN BY THE RESIDENT TO PROTECT THE AREA FROM OBSERVATION BY PEOPLE PASSING BY.

      WE DO NOT SUGGEST THAT COMBINING THESE FACTORS PRODUCES A FINELY TUNED FORMULA THAT, WHEN MECHANICALLY APPLIED, YIELDS A "CORRECT" ANSWER TO ALL EXTENT-OF-CURTILAGE QUESTIONS. RATHER, THESE FACTORS ARE USEFUL ANALYTICAL TOOLS ONLY TO THE DEGREE THAT, IN ANY GIVEN CASE, THEY BEAR UPON THE CENTRALLY RELEVANT CONSIDERATION — WHETHER THE AREA IN QUESTION IS SO INTIMATELY TIED TO THE HOME ITSELF THAT IT SHOULD BE PLACED UNDER THE HOME'S "UMBRELLA" OF FOURTH AMENDMENT PROTECTION."

      UNITED STATES V. DUNN, 480 US 294, 301 (1987)

WARRANT EXCEPTIONS

- CONSENT
  - APPROACH BY THE WAY COMMONLY USED BY OTHERS WHO GO TO THE HOUSE – THE FRONT DOOR, OR THE OBVIOUSLY MOST USED ENTRANCE.
- PLAIN VIEW
  - OFFICER IS LAWFULLY IN A PLACE AND CAN SEE THE CODE VIOLATION
- EXIGENT CIRCUMSTANCES – EMERGENCY SITUATION; PUBLIC SAFETY ISSUE;

STATUTORY AUTHORITY

- STATE STATUTES MAY GIVE SOME AUTHORITY TO ENTER PROPERTY FOR CODE INSPECTIONS -

CHECK YOUR STATE STATUTES!!

  - EXAMPLE, NCGS 160A-424 REQUIRES PERIODIC INSPECTIONS OF STRUCTURES AND STATES, "IN EXERCISING THIS POWER, MEMBERS OF THE (CODE ENFORCEMENT) DEPARTMENT SHALL HAVE A RIGHT TO ENTER ON ANY PREMISES WITHIN THE JURISDICTION OF THE DEPARTMENT AT ALL REASONABLE HOURS FOR THE PURPOSES OF INSPECTION OR OTHER ENFORCEMENT ACTIONS, UPON PRESENTATION OF PROPER CREDENTIALS."
    - NCGS 160A-448 (3) AUTHORIZES NC CITIES TO ADOPT ORDINANCES ALLOWING CODE OFFICERS "TO ENTER UPON PREMISES FOR THE PURPOSE OF MAKING EXAMINATIONS IN A MANNER THAT WILL DO THE LEAST POSSIBLE INCONVENIENCE TO THE PERSONS IN POSSESSION."

HOW TO GET AN ADMINISTRATIVE WARRANT

- GENERAL REQUIREMENTS – SHOW PROBABLE CAUSE BASED ON FACTS AND EVIDENCE WITHIN THE KNOWLEDGE OF THE CODE OFFICER
- STATE LAW SPECIFIC
  - NC – CAN BE ISSUED BY MAGISTRATE, JUDGE, OR CLERK OF COURT (INCLUDING DEPUTY OR ASSISTANTS) ON PROBABLE CAUSE BY AFFIDAVIT AND EXAMINATION OF AFFIANT
  - TX – ISSUED BY A MAGISTRATE ON SHOWING PROBABLE CAUSE
  - ILLINOIS REQUIRES THE FILING AND SERVICE OF A COMPLAINT AND SUMMONS AND THE RIGHT TO FULL EVIDENTIARY HEARING.
  - MUNICIPAL JUDGE CAN ISSUE IN SOME STATES - OREGON

(TYPE OR PRINT IN BLACK INK)

STATE OF NORTH CAROLINA
In The General Court Of Justice
. County

AFFIDAVIT TO OBTAIN ADMINISTRATIVE INSPECTION WARRANT FOR PARTICULAR CONDITION OR ACTIVITY

I. , being
(name and position)

duly sworn and examined under oath, state under oath that there is probable cause for believing that there is

(particular condition, object, activity, or circumstance which the search is intended to check or reveal)

at the property owned or possessed by

and described as follows:

(precisely describe the property to be inspected)

The facts which establish probable cause to believe this are:

Signature Of Applicant

Name Of Applicant (Type Or Print

SWORN AND SUBSCRIBED TO BEFORE ME:

Date

Signature

☐ Deputy CSC ☐ Assistant CSC ☐ Clerk Of Superior Court
☐ Magistrate ☐ District Court Judge ☐ Superior Court Judge

IMPORTANT: *Attach the Affidavit to the WARRANT if not on reverse side.*

(TYPE OR PRINT IN BLACK INK)

STATE OF NORTH CAROLINA

In The General Court Of Justice

County

ADMINISTRATIVE INSPECTION WARRANT FOR PARTICULAR CONDITION OR ACTIVITY

G.S. 15-27.2; 58-79-1

TO ANY LAWFUL OFFICIAL EMPOWERED TO CONDUCT THE INSPECTION AUTHORIZED BY THIS WARRANT:

The applicant named on the accompanying affidavit, which is hereby incorporated by reference, being duly sworn, has stated to me that there is a condition, object, activity, or circumstance legally justifying an inspection of the property described in that affidavit. I have examined this applicant under oath or affirmation and have verified the accuracy of the matters in the affidavit establishing the legal grounds for this Warrant. YOU ARE HEREBY COMMANDED TO INSPECT THE PROPERTY DESCRIBED IN THE ACCOMPANYING AFFIDAVIT.

This inspection is authorized to check or reveal the conditions, objects, activities, or circumstances indicated in the accompanying affidavit.

This Warrant must be served upon the owner or possessor of the property described in the accompanying affidavit. If the owner or possessor is not present on the property at the time of inspection and you have made reasonable but unsuccessful efforts to locate the owner or possessor, you may instead serve it by affixing this Warrant or a copy to the property.

THIS WARRANT MAY BE EXECUTED ONLY BETWEEN THE HOURS OF 8:00 A.M. AND 8:00 P.M. AND ONLY WITHIN 24 HOURS AFTER IT WAS ISSUED. IT MUST BE RETURNED WITHIN 48 HOURS AFTER IT WAS ISSUED. HOWEVER, IF THIS WARRANT IS ISSUED PURSUANT TO A FIRE INVESTIGATION AUTHORIZED BY G.S. 58-79-1, IT MAY BE EXECUTED AT ANY TIME WITHIN 48 HOURS AFTER IT IS ISSUED. IT MUST BE RETURNED WITHOUT UNNECESSARY DELAY AFTER ITS EXECUTION OR AFTER 48 HOURS FROM THE TIME IT WAS ISSUED IF IT WAS NOT EXECUTED.

Date Issued: Time Issued: ☐ AM ☐ PM

Signature:

☐ Deputy CSC ☐ Assistant CSC ☐ Clerk Of Superior Court
☐ Magistrate ☐ District Court Judge ☐ Superior Court Judge

OFFICER'S RETURN

I certify that this WARRANT was executed on the date and time shown below.

Date Of Inspection: Signature Of Inspecting Official:

Time Of Execution: ☐ AM ☐ PM Name Of Inspecting Official (Type Or Print):

CLERK'S ACCEPTANCE

This WARRANT has been returned to this office on the date and time shown below.

Date Of Return: Signature:

Time Of Return: ☐ AM ☐ PM ☐ Deputy CSC ☐ Assistant CSC ☐ Clerk Of Superior Court

IMPORTANT: *Attach the Affidavit to the WARRANT if not on reverse side.*

AOC-CR-313(R), Side Two, Rev. 7/01
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AUDIO RECORDINGS

- NOISE VIOLATIONS
- SOME EVIDENCE OF WHAT OCCURRED AT THE TIME OF RECORDING – INTERACTIONS WITH PROPERTY OWNER, NEIGHBOR, DOG, ETC.
- AID RECOLLECTION

PUBLIC RECORDINGS

- NOISE
  - MUSIC FROM THE STREET
  - BARKING DOG
- IF A CONVERSATION IS OCCURRING IN A PLACE WHERE A PERSON COULD NOT REASONABLY HAVE AN EXPECTATION OF PRIVACY, THEN YOU CAN PROBABLY RECORD THAT WITHOUT ANY CONSENT AT ALL.
  - NEIGHBORS YELLING AT EACH OTHER IN THEIR FRONT YARDS
  - PROPERTY OWNER YELLING AT YOU

SECRET RECORDINGS: ARE THEY LEGAL?

- WHAT IS A SECRET RECORDING?
- NOTICE REQUIREMENTS VARY BY STATE LAW
  - FEDERAL LAW: "ONE-PARTY CONSENT" – IT'S LEGAL TO RECORD AS LONG AS YOU ARE A PARTY TO THE CONVERSATION OR IF ONE OF THE PARTIES TO THE CONVERSATION CONSENTS TO THE RECORDING. 18 USC 2511(2)(D)
  - MOST STATES HAVE ONE PARTY CONSENT LAWS
  - SOME STATES REQUIRE ALL PARTIES TO A CONVERSATION TO CONSENT

A BETTER PRACTICE

- ONE PARTY CONSENT STATES: PULL OUT YOUR RECORDER AND SAY TO THE PERSON, “I AM RECORDING THIS FOR MY RECORDS.”
- ALL PARTY CONSENT STATES: PULL OUT YOUR RECORDER AND SAY TO ALL PRESENT, “I AM RECORDING THIS, YOU DON’T MIND DO YOU

OTHER CONSIDERATIONS FOR AUDIO RECORDINGS

- PUBLIC RECORD?
  - DEPENDS ON STATE LAW DEFINITION OF "RECORD"
- DISCOVERABLE?
  - ANY RELEVANT MATERIAL THAT IS NOT PRIVILEGED AND IS "REASONABLY CALCULATED TO LEAD TO ADMISSIBLE EVIDENCE" FED. R. CIV. PRO. 26(B)(1)
- EVIDENTIARY USE?
  - MAYBE, DEPENDS ON STATE LAW AND QUESTIONS OF FOUNDATION. UNITED STATES V. MCMILLAN

INTERVIEWS OR STATEMENTS

- WRITTEN DOCUMENTATION FROM OTHER SOURCES - CAN BE TYPED OR HAND WRITTEN
  - STATEMENT OF COMPLAINANT OR WITNESS
  - WRITTEN INTERVIEW QUESTIONS AND ANSWERS
  - LETTER FROM THE RESPONSIBLE PARTY
- USES
  - TO PROVE WHAT THE WRITING SAYS
  - TO PROVE KNOWLEDGE OF THE WRITER
  - TO REFRESH YOUR RECOLLECTION
  - TO IMPEACH A WRITER WHO TESTIFIES DIFFERENTLY
  - TO INFORM SUPERIORS/COUNCIL REGARDING APPEALS

IMPORTANT PARTS OF INTERVIEWS OR STATEMENTS

- WHO IS SPEAKING? CONFIRM INTERVIEWEE'S NAME, TITLE, RELATIONSHIP TO THE MATTER; IDENTIFY YOUR SELF
- WHY ARE THEY TELLING YOU THIS? ESTABLISH RAPPORT WITH THE SPEAKER
- WHAT ARE THEY TALKING ABOUT? ASK CLARIFYING QUESTIONS:
- HOW DO THEY KNOW? DID THEY SEE/HEAR/EXPERIENCE IT? DID SOMEONE TELL THEM? IF SO, WHO
- WHEN DID THEY GET THE INFORMATION? DID THEY FIND OUT AT THE TIME OF THE OCCURRENCE OR SOMETIME LATER?
- SUMMARIZE THE INTERVIEW TO MAKE SURE YOU UNDERSTAND WHAT THE INTERVIEWEE MEANT
- THANK THE INTERVIEWEE FOR THEIR TIME AND GIVE THEM YOUR CONTACT INFORMATION

INTERVIEWS AND STATEMENTS

- PUBLIC RECORD?
  - YES IF YOU OR SOMEONE ELSE WROTE IT DOWN, OR OTHERWISE RECORDED IT UNLESS SOME EXEMPTION APPLIES
- DISCOVERABLE?
  - YES, IF RELEVANT AND "REASONABLY CALCULATED TO LEAD TO ADMISSIBLE EVIDENCE
- EVIDENTIARY?
  - DEPENDS ON THE NATURE OF THE INTERVIEW OR STATEMENT AND THE CIRCUMSTANCES AT THE TIME OF TRIAL

PHYSICAL EVIDENCE

- ANY PHYSICAL ITEM USED TO PROVE A FACT OR CONTENTION BY OBSERVABLE AND PROVABLE CHARACTERISTICS
- EXAMPLES
  - CONTAMINATED SOIL OR WATER FROM ILLEGAL DUMPING OR DISCHARGE
  - BUILDING MATERIALS THAT TEND TO SHOW BUILDING CODE VIOLATIONS
    - BLOCKS STUFFED WITH NEWSPAPER INSTEAD OF CONCRETE
    - IMPROPERLY SIZED BRACES, STUDS, PIPES, ETC.
    - SAMPLES OF PAINT CONTAINING LEAD

CHAIN OF CUSTODY

- THE CONCEPT OF PRESERVING AND PROTECTING EVIDENCE FROM THE TIME IT IS COLLECTED UNTIL THE TIME IT IS ADMITTED IN A COURT

CHAIN OF CUSTODY METHODS

- LABEL PHYSICAL EVIDENCE: WHAT IS COLLECTED, WHEN COLLECTED, WHERE COLLECTED, WHO COLLECTED IT. SEAL IT IN AN EVIDENCE BAG OR WITH SOME OTHER TYPE OF SEAL TO PREVENT CONTAMINATION
- DOWNLOAD DIGITAL FILES AND PASSWORD PROTECT
- SEAL SIM CARDS OR OTHER MEDIA IN AN EVIDENCE BAG AND LABEL
- DOCUMENT WHEN EVIDENCE CHANGES POSSESSION

THE LIFE OF A CODE ENFORCEMENT CASE: OR HOW IT ALL COMES TOGETHER

- VIOLATION COMPLAINT RECEIVED/OBSERVED.
- MAKE CONTACT WITH THE OWNER OR RESIDENT
  - RESEARCH THE TITLE, TAX CARD, GIS SYSTEM FOR CONTACT INFORMATION
- IDENTIFY YOURSELF, PROVIDE YOUR IDENTIFICATION, EXPLAIN YOUR PURPOSE
- EXPLAIN THE NECESSITY OF ENTERING THE PROPERTY
- ASK PERMISSION TO ENTER AND INSPECT

THE LIFE OF A CODE ENFORCEMENT CASE: OR HOW IT ALL COMES TOGETHER

- IF PERMISSION IS GRANTED, HAVE THE PERSON SIGN A FORM SHOWING CONSENT
- IF PERMISSION IS DENIED
  - REMAIN COURTEOUS AND PROFESSIONAL
  - LEAVE THE PREMISES
- ACQUIRE AN ADMINISTRATIVE WARRANT
  - COMPLETE THE NECESSARY FORMS
  - PRESENT THE FORMS TO THE PROPER AUTHORITY IN YOUR JURISDICTION
  - SERVE THE WARRANT (REQUEST POLICE ASSISTANCE IF NECESSARY)

THE LIFE OF A CODE ENFORCEMENT CASE: OR HOW IT ALL COMES TOGETHER

- INSPECT THE PROPERTY
- TAKE PHOTOGRAPHS SUFFICIENT TO DOCUMENT THE VIOLATION
- COLLECT ANY PHYSICAL EVIDENCE FOUND
- INTERVIEW PERSONS PRESENT AT THE INSPECTION WHO HAVE KNOWLEDGE OF THE VIOLATION
  - FORMAL INTERVIEW
  - INFORMAL INTERVIEW

THE LIFE OF A CODE ENFORCEMENT CASE: OR HOW IT ALL COMES TOGETHER

- AFTER THE INSPECTION - NOTES AND PHOTOS:
  - NOTES
    - DATE, TIME OF INSPECTION, NAMES OF THOSE PRESENT, VIOLATIONS NOTED
    - RECORD YOUR OBSERVATIONS AND INTERVIEWS TO ASSIST WITH YOUR FUTURE RECOLLECTION
    - NOTE ANY ADVICE GIVEN TO THE RESPONSIBLE PARTY REGARDING COMPLIANCE
  - PHOTOS
    - REVIEW YOUR PHOTOS AND MAKE NOTES FOR ANY PHOTOS THAT ARE NOT CLEAR
    - DOWNLOAD AND PASSWORD PROTECT THE FILES, OR SEAL THE MEDIA ON WHICH THE PHOTOS ARE CONTAINED

THE LIFE OF A CODE ENFORCEMENT CASE: OR HOW IT ALL COMES TOGETHER

- DOCUMENT PREPARATION
  - CASE REPORT – SHORT NARRATIVE OF THE CASE
    - DATE AND NATURE OF THE COMPLAINT'
    - DATE AND OUTCOME OF THE INSPECTION
    - TYPES OF VIOLATIONS FOUND AND SPECIFIC REFERENCES TO CODE SECTIONS IMPLICATED
    - INFORMATION REGARDING ANY ATTEMPTS TO RESOLVE THE VIOLATION
    - CONTACTS WITH THE RESPONSIBLE PERSON INCLUDING DATES, TIMES, LOCATIONS

THE LIFE OF A CODE ENFORCEMENT CASE: OR HOW IT ALL COMES TOGETHER

- DOCUMENT PREPARATION
  - COPIES OF ALL NOTICES, CITATIONS, WARNINGS, ETC.
    - WITH “GREEN CARDS” FROM CERTIFIED MAIL
    - OR SIGNED CONFIRMATION THAT HAND DELIVERED DOCUMENTS WERE RECEIVED
  - PHOTOS
    - PRINT OR OTHERWISE DEVELOP PHOTOS
    - NOTE ON THE BACK: DATE, TIME, LOCATION, ANY OTHER INFORMATION NEEDED

QUESTIONS?