Community Protection Division
Flow Chart

Code Case

Code cases are initiated by concerned citizens, witnesses, transmittals, or routine patrol. Complaints may be filed anonymously. They are entered into a database.

Officer Performs Inspection

No Violation

Violation Found

Code Case Verified

o Activity logged into database that a warning notice or citation has been issued
o A warning letter may be generated and mailed

Warning

Officer Performs Re-Inspection

No Violation, case closed

Violation Found

Citation

Arraignment hearing is scheduled for the code case

Guilty Plea hearing results

Not Guilty Plea

Judge sentences and/or fines violator

Case set for trial

Guilty

Not Guilty

Case Closed

Violators can be recited if violation remains!