

TOWN OF JERUSALEM, NEW YORK

Department of Code Enforcement and Administration

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COMPLAINT OF VIOLATION FORM

Part 1. Department policy.

It is the policy of the Town of Jerusalem to administer and enforce complaints in a manner that upholds the constitutional rights of all citizens to ensure due process with fairness and consistency. For these reasons, the Town of Jerusalem has created the following procedures:

1. The Code of the Town of Jerusalem shall be administered and enforced by the Code Enforcement Officer; and
2. The Code Enforcement Officer will attempt to achieve voluntary compliance of verified violations before pursuing legal action against an owner. The time frame to gain compliance depends on the degree of the violation and any agreement with the owner attempting to voluntarily comply with any applicable codes. Furthermore, the Code Enforcement Officer is obligated to comply with applicable laws such as but not limited to the Criminal Procedures Law of New York State as it pertains to issuing Notices of Violation, Appearance Ticket(s), Criminal Summons, etc. For these reasons, gaining compliance with verified violations might take a significant amount of time; and
3. All complaints shall be made on this form and completed by the complainant; and
4. The complainant shall provide their contact information and sign this form; and
5. The Code Enforcement Officer shall not investigate anonymous complaints unless it is an imminent danger as defined in the NYS Uniform Fire Prevention and Building Code; and
6. The Code Enforcement Officer cannot disclose the name and contact information of the complainant unless ordered otherwise by a court of competent jurisdiction; and
7. Complaints shall not be used as a means of furthering civil and/or neighbor disputes. In such cases, the Code Enforcement Officer shall advise the complainant to address this issue by private means.

Part 2. Complainant information.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email: _____

Part 3. Location of the alleged violation.

Address: _____

City: _____ State: _____ Zip Code: _____

