

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

NEIGHBORHOOD PROPERTY COMPLIANCE PROGRAM

Reviewed by: Lt. Paul Williams	Effective Date: May 6, 2011
Authorized by: Chief Dan Donath	Revision Date: October 21, 2019

PURPOSE

The primary objective of this program is to allow citizens to comply with property maintenance codes without paying fines, going through the court system, or having a violation on their record.

PROCEDURE

The following are guidelines that have been established for the Neighborhood Property Compliance Program (NPCP).

1. Graffiti, grass/weeds, debris/rubbish, and lack of a visibly posted address on a residence are the only violations that qualify for the NPCP. These violations may be written as a compliance ordinance violation ticket (hereafter known as an OV ticket). If practical, before issuing an OV, an officer may, at his/her discretion, contact Community Development to determine if a property has already been cited.
2. After issuing the OV ticket, the officer shall explain to the citizen that the ticket will be held at the Bloomington Police Department for ten (10) consecutive days. During that ten day period, the citizen can get the necessary repair(s) or maintenance done. When the violation has been corrected, the violator will contact the Police Department for an inspection by a member of the Neighborhood Focus Team. If the necessary repair(s) or maintenance has been made to comply with the city code, the OV ticket will be voided and forwarded to Officer Peterson.
3. The officer that issues the ordinance violation will have the discretion, at the time of issuance, to extend the days to be in compliance. Extensions may be granted due to extenuating and/or for unusual circumstances including, but not limited to, inclement weather, death in the family, and/or poor health of the resident or emergency situations.

EXTENSIONS

Whenever an officer feels an extension to the ten day rule is warranted, he shall attach a note to the ordinance violation explaining the reason and length of extension (no more than 7 days) and place it into the compliance folder under the number corresponding to the appropriate day from the date the ticket was written.

A file folder, numbered 1 through 31, can be found in the Neighborhood Focus Team office of the Police Department. To process the violation issued under this program, the following guidelines have been developed:

1. When an OV ticket is issued under this program, the issuing officer will place all the copies of the OV ticket, except those given to the violator, in the folder. The OV ticket will be filed under the number corresponding with the tenth (10th) day from the date the ticket was written: Example: an OV ticket written Jan. 4 will be placed under the number "15." If an extension has been granted, the number of extra days shall be added to the original 10 days.
2. When a violator calls the Department and states they have complied by repairing or correcting the code violation, a member of the Neighborhood Focus Team will take the OV ticket out of the folder, respond to the violator's address, and inspect the corrected code violation. If the code violation is determined to have been abated, the officer will get the violator's copy(s), attach all copies together, and write "COMPLIANCE" in red ink across the OV ticket. The officer will then place the date and their initials on the OV ticket. The hard copies of the citation will then be forwarded to Officer Peterson.
3. The folder will be checked each day by the Neighborhood Focus Team to determine whether there are any OV tickets left in the file for each day's date. Any OV tickets not abated in the allotted time frame will be processed as a regular city OV ticket and sent to the City Legal Department.

MULTIPLE VIOLATIONS

Whenever more than one code violation is found at the citizen's property, the officer may write separate OV tickets. If it is determined each code violation may have a different time frame to correct the problem, then a separate OV ticket may be written for each code violation. If the officer determines multiple code violations can come into compliance within the same time frame, then one OV ticket can be written with the appropriate code violation checked on the OV ticket. All tickets shall remain together and be processed together.

Chapters and Sections for violations are:

Graffiti (Chapter 45: Section 302.9)

Grass/weeds (Chapter 45: Section 302.4)

Debris/rubbish (Chapter 21: Section 500.8)

Address Identification (Chapter 45: Section 304.3)