

TOWN OF JERUSALEM, NEW YORK

Department of Code Enforcement and Administration
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Jerusalem, New York 14418

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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:

Is the alleged violation(s) visible from a public way (e.g., private road)? Yes No

(Note. The Code Enforcement Officer is not permitted to enter private property without permission from the owner, legal occupant (e.g., tenant) or a duly authorized agent of the owner since such actions would violate state and federal laws such as but not limited to the 4th Amendment (unreasonable searches and seizures), 5th Amendment (due process) and 14th Amendment (right of privacy) of the United States' Constitution.)

Is the alleged violation(s) are not visible from a public way, are you willing to complete a Supporting Deposition Form?

Yes No

(Note. You will no longer be protected from disclosure and would be requested to appear in a court of competent jurisdiction if legal proceedings are taken by the Town Attorney.)

Part 4. Description of the alleged violation.

Please explain your complaint fully, either in the space provided below or on additional sheets of paper, providing a detailed description of the facts and the action(s) of the alleged violation(s) at the location herein. Please include relevant dates and names and addresses of persons, aside from yourself, whom you believe may be witnesses. Your statement should be brief, concise and avoid language that are discriminatory in nature. Lastly, please submit photograph(s) of the alleged violation(s) that will help the Code Enforcement Officer to fully understand your concern(s) and the location(s) of the alleged violation(s) to justify any action(s) taken to correct such violation(s).

Part 5.

THE UNDERSIGNED HEREBY CERTIFIES that the information contained in this form is accurate, true and complete to the best of his/her/their knowledge.

Complainant's Signature:

Date: