



Planning & Development  
Department



DEPARTMENTAL DIRECTIVE

DD NUMBER:	DD2000-78	INITIATOR:	BILL KRONE <i>BK</i>
SUPERSEDES:	NOT APPLICABLE	MANAGER:	
DATE INITIATED:		DIRECTOR:	SCOTT MCCULLOUGH <i>SM</i>
EFFECTIVE DATE:	IMMEDIATELY	RESPONSIBLE AUTHORITY:	PLANNING & DEVELOPMENT DEPARTMENT
SUBJECT: DEALING WITH COMPLAINANTS AND VIOLATORS AFTER COURT SUBMISSION			

**PURPOSE:** TO CLARIFY THE POLICY OF THE DEPARTMENT IN DEALING WITH COMPLAINANTS AND VIOLATORS ONCE THEIR COMPLAINT HAS BEEN SUBMITTED EITHER TO THE COUNTY ATTORNEY OR TO A HEARING OFFICER.

**REFERENCE:** TITLE 12, ARIZONA REVISED STATUTES, COURTS AND CIVIL PROCEEDINGS, AND CODE ENFORCEMENT PROCEDURES MANUAL.

**POLICY/PROCEDURE:**

As a matter of policy once a Code Enforcement Officer has submitted a violation case either to the County Attorney for prosecution or to a Hearing Officer for civil process, there should be no further contact, either verbally or in writing, with either the proposed violator or the complainants, prior to the scheduled trial or hearing date by anyone in the Department. Conversations or correspondence with violators and complainants in regard to the case which is being considered could possibly jeopardize the prosecution or hearing by being interpreted as extralegal communication or an effort to mediate the complaint. Employees who engage in conversations or communications with violators and complainants may be subpoenaed to testify at the subsequent trial or hearing by either side in the case.