



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: <p style="text-align: center;">April 17, 2003</p>	REVISED DATE:	NO. PAGES: <p style="text-align: center;">1 of 2</p>	NUMBER: <p style="text-align: center;">3.4.20</p>
SUBJECT: <p style="text-align: center;">USE OF THE HOUSING CODE VIOLATION WARNING FORM</p>			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <p style="text-align: center;"><i>Edward F. Lohn, Chief</i></p>			

**PURPOSE:** To establish procedures for using the Housing Code Violation Warning Form (C of C 71-2700) to notify citizens when vehicle(s) on their property are in violation and subject to citation.

**POLICY:** Members of the Cleveland Division of Police shall use the Housing Code Violation Warning Form.

**PROCEDURES:** Officers shall:

- I. Complete the Housing Code Violation Warning Form (Appendix), which is neon orange in color, for vehicles they observe in violation of Chapters 349 (Zoning Code) or 3101 (Building Code of the City of Cleveland). Most common violations are:
  - A. City of Cleveland Building Code 3101.10(E) – “Exterior property areas of all premises shall be kept free of any object, wrecked, dismantled, inoperative, discarded, unused or unlicensed motor vehicles”.
  - B. Cleveland Codified Ordinance 349.07 – “Accessory off street parking shall be surfaced with concrete, asphalt concrete or similar surfacing material maintained in good condition”.
- II. Place the Housing Code Violation Warning Form in a conspicuous place on the vehicle.
- III. Issue a Minor Misdemeanor Citation (MMC) to the owner/lessee of the property if the vehicle has not been removed after the warning expires (24 Hours).

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- IV. Set the court date according to Division procedures and indicate on the MMC that the defendant must appear in courtroom 13B (Housing Court).
- V. Officers may obtain the Housing Code Violation Warning Form from the Supply Unit.