

Document 3A

03-21-08

Section 5

Public Records

5.1 Public Information That Must Be Disclosed

5.1.1 Law Enforcement Information

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5.1.2 Other Public Information

5.1.2.080 Code Enforcement

- A. The following information is public and subject to disclosure:
1. Case number;
 2. Name of the subject of the complaint;
 3. Address of the property;
 4. Substance of the complaint;
 5. Notices of violation;
 6. Compliance orders;
 7. Administrative citations;
 8. Warning notices;
 9. Other documents submitted to the Appeals Hearing Board to support enforcement;
 10. Resolutions of the Appeals Hearing Board;
 11. Recordings of the Appeals Hearing Board proceedings;
 12. Any documents submitted to the Court for an inspection warrant or other legal action, unless the documents are filed with the Court under seal or there is a Court order preventing disclosure of the documents or information contained in them.
- B. The identity of the complainant in Code Enforcement complaints is confidential and must be redacted from any document unless the complainant agrees to disclose his or her identity.
- C. Investigative files are not public until after the case has been closed. However, any information within the investigative file that concerns the complaining party's identity, information that might give away "investigative techniques," and information protected by other exemptions will be redacted.