City of Vernon

Fire Department

4305 Santa Fe Avenue
Vernon, CA 90058
(323) 583-8811

ADMINISTRATIVE CITATION

Citation No.: 10001

Business Name:_____
Contact Person:_____ Date:_____
Address:_____ Time:_____
City, State, Zip Code:_____

Location where violation occurred:_____
_____

Responsible Party is the:
☐ Property Owner ☐ Business Owner/Tenant ☐ Contractor ☐Other Entity having lawful control of the property

☐ A compliance order to correct a violation was previously issued on (dates) _____, _____
The violation was not corrected within the time frame set forth in the order.

On behalf of the *City of Vernon Fire Department*, I have inspected and observed the following violation(s) that continue to exist:

Violation No.	VCC	Description	Fine $100	Fine $500	Fine $1,000
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐
_____	_____	_____	☐	☐	☐

The violation(s) is hereby ordered to be corrected immediately. A separate invoice for this citation will be sent in the mail. **Failure to correct the violation or pay the fine may result in the matter being referred to the City Attorney's office for further legal action. A violation of the municipal code is also a misdemeanor punishable by a fine of not more then one thousand dollars ($1,000) or by imprisonment** of the offender **in the county jail of not more then six months, or both (VCC 1.8).**

If the violation is not corrected the city may issue a civil penalties notice and order. Civil penalties for a violation of any provision of the code shall be assessed at a daily rate. The penalties will commence on the first day the violation was noticed. The maximum penalty shall be $2,500 per violation per day and shall not exceed $100,000 annually for any series of violations.

Type of Service:
☐ U.S. First Class mails return receipt
☐ Posted at property
☐ Issued to _____

_____
Signature of Person Citation was issued to

Officer:_____ Name:_____ Date_____
Signature

Right for Review: You may contest this citation if no violation existed or you are not the responsible party. On the reverse side of this form is a summary of the hearing and appeals process, including; time limits for filing, payment of deposits and hardship deposit waivers. Request for administrative hearing forms are available at the City Clerk's office. **Complete information on the review process can be found in Section 1:8.1.(c) of the Vernon Municipal Code. Copies of the ordinance are available at the City Clerk's office at City Hall, 4305 Santa Fe Avenue, Vernon, CA 90058. If you need further information, call (323) 583-8811**. Website: www.cityofvernon.org

REVIEW PROCESS

Who Can Contest. Any person who receives a compliance order, administrative citation or civil penalty notice may contest that he or she is not the responsible party for the violation or that there was no violation as charged.

How to Request Review. To obtain a review, you must file a request for hearing form with the city department that issued the order within thirty (30) days from the issue date of the administrative citation. Your request must include an advance deposit of the fine unless you also give notice that you are filing for or have already obtained an advance deposit hardship waiver. City Hall is located in the City Hall at 4305 Santa Fe Avenue, Vernon, California. Office hours are Monday through Thursday 7:00 a.m. to 5:30 p.m.

Advance Deposit Hardship Waiver. If you are financially unable to make the advance deposit of the fine, you may request a waiver. Waiver requests must be filed with the Finance Division no later than thirty (30) days from the issue date of the administrative citation. If your request is denied, you must remit the advance deposit of the fine within ten (10) days of the date of that decision. Failure to submit the full amount of any citation within the ten day period will invalidate the request for administrative hearing. The Finance Division is located in the Vernon City Hall, 4305 Santa Fe Avenue, Vernon.

Hearing Officer. The Hearing Officer will be selected in a manner that avoids potential for pecuniary or other bias.

Hearing Procedure. After you have deposited the fine in advance or the Director of Finance has granted you an advance deposit hardship waiver, the hearing will be set for a date that is not less than fifteen (15) days and not more than sixty (60) days from the date that the request for review was filed. You will be notified of the time and place of the hearing at least ten (10) days prior to the date of the hearing. If you fail to appear, the hearing will proceed without you. The administrative citation and any additional report submitted by City staff shall constitute prima facie evidence of the respective facts contained in those documents. You will be given a copy of any additional report at least five (5) days prior to the date of the hearing. Administrative hearings are informal, and formal rules of evidence and discovery do not apply. Each party will have the opportunity to present evidence in support of its case and is permitted to cross examine witnesses. The City bears the burden of proof.

Written Decision. The Hearing Officer may continue the hearing and request additional information from the enforcement officer of you prior to issuing a written decision. The Hearing Officer will issue a written decision to uphold or cancel the administrative citation with reasons within thirty (30) days after the conclusion of the hearing. You will receive a copy of the Hearing Officer's written decision. The hearing officer may assess against the responsible party any and all costs incurred by the city in connection with investigating the violation including costs for investigating and staffing costs for preparing and conducting the administrative hearing.

Collection. The City may collect any past due fines by use of all available legal means. If you fail to pay any obligation when due, you will be liable in any action brought by the City for all the City's costs incurred in securing payment of the delinquent amount including, but not limited to, administrative costs and attorney's fees.

Right To Judicial Review. Any person aggrieved by an administrative decision of a Hearing Officer shall seek review of the decision by filing a notice of appeal with the Superior Court in Los Angeles County within twenty (20) days after service of the decision. If the responsible party fails to timely file a notice of appeal, the administrative hearing officer's decision shall be final.