



COMPLIANCE ORDER

Order No.: 10017

Date: _____

Time: _____

Location: _____

Business Name: _____ Contact Person: _____

Address _____ City _____ State _____ Zip Code _____

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

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

- Vernon City Code Section 7.10; California Fire Code, Sec. _____
- VCC Sec. 7.10 CFC Sec. _____
- Other _____
- Other _____
- This is a recurring violation. You were issued previous warnings on _____

Timeframe to correct the violation:

Immediately, an unsafe condition exists which may cause immediate harm to life or property, or 1 week 2 weeks 4 weeks _____

All work must be completed and pass final inspection by this department. Call (323) 583-8811 ext. 237 for information or to make an appointment for re-inspection.

Our intent is to obtain voluntary compliance. Your prompt attention in resolving this matter will be appreciated.

Failure to comply with this notice will result in an administrative citation being issued, civil penalties being enforced or the matter may be referred to the City Attorney's office for further legal action. An administrative fine of up to \$1,000.00 maybe assessed for each violation of the City Code. Civil penalties may be up to \$2,500.00 per day per penalty and would commence on the date the violation was discovered. A violation of the municipal code is also a misdemeanor and is punishable by a fine of not more than one thousand dollars (\$1,000) or by imprisonment of the offender in the county jail of not more than six (6) months, or both (VCC Sec. 1.8).

Attachments: _____

Type of Service:

- U.S. First Class mail – return receipt
- Posted at property _____
- Issued to _____

Signature of person order was issued

Date

Officer: _____ Name: _____ Phone No. _____
Signature

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.