



# JEROME COUNTY CODE ENFORCEMENT

300 North Lincoln Room 200 - Jerome, ID 83338  
Phone (208) 324-9116 - Fax (208) 324-9263

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## JEROME COUNTY COMPLAINT PROCEDURE

Jerome County Code Enforcement will investigate all written complaints in accordance with Chapter 20 of the Jerome County Zoning Ordinance. The safety and welfare of all Jerome County Citizens is our highest priority. Violations of the Ordinance are a serious matter and are responded to accordingly. Please be aware that the Planning and Zoning Department does not have the resources or staffing to investigate verbal complaints. Investigations will only begin after a written complaint has been received.

Our office will make every reasonable attempt to mitigate a violation prior to sending the matter to the County Prosecutor for Legal Action. Property Inspections, mitigation meetings and other activity utilized in mitigation attempts are strictly between the Property Owner and Staff and will remain confidential until such becomes a matter of public record. As a courtesy the Planning and Zoning Staff will provide the Complainant with information regarding any action taken by the Staff in relation to the complaint filed, but only after the investigation is concluded. Please note on the complaint form if you do or do not wish to receive information after the complaint is closed and/or resolved.

In order to thoroughly and accurately investigate a complaint or violation, please include the following information:

1. Name, address and phone number of complainant;
2. Property address of where the complaint has occurred;
3. Property owner and contact information (if known);
4. State the complaint you wish to have investigated;
5. Duration of the complaint or violation; and
6. Action requested

The Complainant must submit their complaint in writing with the above information or fill out the attached form. Without all of the above information, the Planning & Zoning Office may not be able to investigate your complaint or contact persons regarding the complaint. Please submit the complaint form in person to the County Courthouse at 300 N Lincoln, Room 200, in Jerome. Alternatively, you may mail, e-mail, or fax the complaint form to (208) 324-9263.

Upon receiving your complaint, the Code Enforcement Office will investigate your complaint as quickly as possible. The priority and length of the investigative process is dependent on the complexity of the investigation and the consideration of the safety of an individual or community.

# JEROME COUNTY CODE ENFORCEMENT COMPLAINT FORM

## Planning & Zoning Department

300 North Lincoln, Room 200 Jerome, ID 83338

Phone: (208) 324-9116 Fax: (208) 324-9263

COMPLAINT # \_\_\_\_\_

*PLEASE COMPLETE ALL APPLICABLE INFORMATION AND RETURN IT TO THE ADDRESS BELOW. PLEASE PROVIDE AS MANY RELEVANT DETAILS AS POSSIBLE. IF YOU HAVE PHOTOS, PLEASE SUBMIT THEM WITH THE COMPLAINT.*

### COMPLAINANT INFORMATION (YOUR PERSONAL CONTACT INFORMATION)

\*INFORMATION IS KEPT CONFIDENTIAL UNTIL IT BECOMES A MATTER OF PUBLIC RECORD

YOUR NAME \_\_\_\_\_  
YOUR ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
PHONE #: \_\_\_\_\_ SECONDARY PHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

### COMPLAINT INFORMATION

LOCATION, ADDRESS OR PARCEL NUMBER OF SUBJECT PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER (IF KNOWN): \_\_\_\_\_ PHONE: \_\_\_\_\_

SUMMARY/STATEMENT OF COMPLAINT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATES THAT VIOLATION MAY HAVE OCCURRED OR HOW LONG HAS VIOLATION EXISTED?  
\_\_\_\_\_

ACTION REQUESTED / WHAT WOULD YOU LIKE TO SEE HAPPEN: \_\_\_\_\_  
\_\_\_\_\_

\*CONFIDENTIALITY DISCLOSURE OF INFORMATION REVEALING YOUR IDENTITIY WILL DEPEND ON APPLICATION OF THE PUBLIC RECORDS ACT, IDAHO CODE 9-340, OTHER APPLICABLE STATUTES AND WHETHER THE COMPLAINT IS CRIMINALLY PROSECUTED.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

#### THE CODE ENFORCEMENT PROCESS:

- **INVESTIGATION:** Code Enforcement will investigate complaints to confirm if any alleged violations are valid and will research information regarding the case.
- **VIOLATION IDENTIFIED:** If an officer confirms that a violation exists on the subject property, the owner will be notified in writing and given an opportunity to abate the violation within a specified time frame.