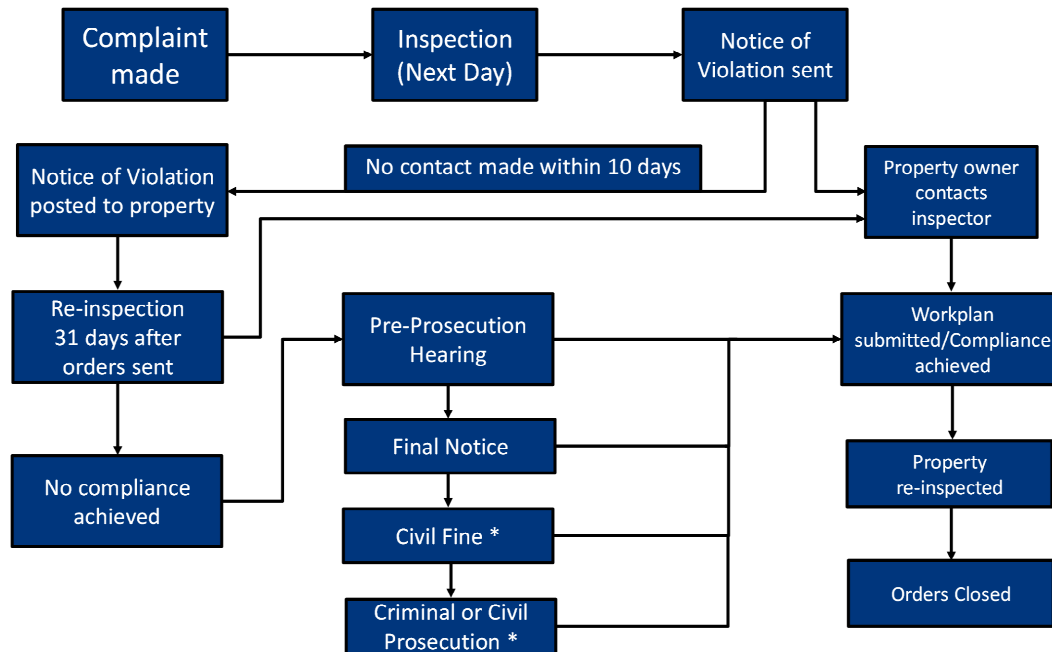


PMCE Process



* For owner occupied properties, this step does not occur without prior approval from Director and Quality of Life Team.

- **INITIAL INSPECTION**– Inspections are done from the right-of-way for both residential and commercial properties in the area.
- **ISSUE NOTICE**- If violations are found, after supervisor review and approval, a Notice of Violation is mailed to the owner.
 - **Orders** – Orders are merely a notice to the owner that code violations were observed on the property. The notice lists a description of the defect, the corrective action necessary, and the code section that covers the violation. This notice also gives the property owner a timeframe to respond, information on how to appeal the notice, and requests the owner contact the inspector by email or phone. There is no fine or penalty associated at this point.
- **10 DAY RESPONSE PERIOD** — If the owner of the property does not respond within 10 days, the inspector will print the orders out and deliver to the address. If the owner of the property does not answer the door, the inspector will leave a copy of the orders in a conspicuous place on the property.
- **PROVIDE A PLAN**- If the owner contacts the inspector listed on the notice of violation, the City is willing to work with them to create a reasonable work-plan, as well as help them identify available financial resources to abate the issues.
- **RE-INSPECT**-The inspector will re-inspect the property after compliance due date to check progress on the property. They will knock on the door and if there is no answer they will leave their card. If there is no progress or contact made, the inspector will re-inspect the property in a reasonable time frame.
- **PRE-PROSECUTION** - If there is still no work or contact, another notice is sent to the owner to request a meeting to discuss the order.
- **REVIEW FOR ENFORCEMENT**-If there is still no work, progress, plans submitted or contact by or with the owner a civil fine is issued, after the approval of the supervisor, per the standard operating procedure. Often the Quality of Life Team, with representatives from the Law Department, reviews these cases prior to making the decision to issue a civil fine. The Law Department then makes the decision, based on many factors and on-going attempt to contact the owner of the property, on whether they will be criminally charged for failure to comply.
 - **Citation/Civil Fine** - This is a civil administrative fine that is appealable. The owner may request a hearing and if the work is completed receive a cure credit of 50% reduction. This course of action is only taken after the owner has failed to correct the violations listed in the above notice and after the City has exhausted reasonable efforts to obtain voluntary compliance. This course of action is usually several months or much longer after the due date on the order has expired depending on the hazard or severity of the violation. Specifically for the NEP, a citation cannot be issued to the property owner without the area supervisor and the Director's sign-off/approval.
 - **Criminal/Civil Prosecution** – A summons is issued by the courts to a corporation after the city files a criminal complaint in municipal court to compel the corporation to appear before the judge. A warrant is issued by the courts and served by police to compel an individual to appear in court to answer a charge in Municipal court if the notice to appear is not answered.
- **UNIFORM ENFORCEMENT**- All properties across the City are held to the standards set by chapter 1117 of the Cincinnati Municipal Code, whether it's a complaint driven inspection or part of a Concentrated Code Enforcement effort.