



# KING CITY POLICE DEPARTMENT

**Robert Masterson, Chief of Police**  
**415 Bassett Street**  
**King City, CA 93930**  
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*Proud to Protect...  
 An Honor to Serve*

## CODE ENFORCEMENT VIOLATION COMPLAINT FORM

(\*INDICATES DESIRABLE, BUT NOT REQUIRED INFORMATION) (\*\*INDICATES REQUIRED INFORMATION TO PROCESS COMPLAINT)

ASSESSOR'S PARCEL # OF COMPLAINT: \_\_\_\_\_

\*\*ADDRESS OF VIOLATION: \_\_\_\_\_

PROPERTY OWNER(S) NAME: \_\_\_\_\_

PROPERTY OWNER(S) ADDRESS: \_\_\_\_\_

**\*CONFIDENTIAL: THIS INFORMATION WILL NOT BE RELEASED PER EVIDENCE CODE 1040 B(2)**

*COMPLAINANT'S NAME:		
*COMPLAINANT'S ADDRESS:		
*PHONE NUMBER:	*HOME:	*OTHER

**\*\*DETAILS OF VIOLATION/COMPLAINT (USE ADDITIONAL SHEETS OF PAPER IF NEEDED)**


**INFORMATION BELOW TO BE COMPLETED BY STAFF**

**Notes:**


**Previous Cases:**

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DATE RECEIVED: \_\_\_\_\_ TIME: \_\_\_\_\_ COMPLAINT TAKEN BY: \_\_\_\_\_ PHONE # \_\_\_\_\_

REFERRED TO:  Building Dept.  Public Works  Police Dept.  Other \_\_\_\_\_

TYPE OF COMPLAINT:  Zoning  Building  Grading  Combined: \_\_\_\_\_

DATE OPENED: \_\_\_\_\_ OPENED BY: \_\_\_\_\_ ASSIGNED TO: \_\_\_\_\_

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

*"The mission of the King City Police Department is to work in partnership with the community to protect life and property, solve neighborhood problems, and enhance the quality of life in our city."*

## **What is Code Enforcement?**

Rules governing the use of **private** property are intended to protect the public health, safety and welfare of all citizens. City of King Building, Community Development, Fire and Police Departments are responsible for enforcing the provisions of the City of King adopted codes and other ordinances. Violations of these adopted ordinances also contain penalties that may be imposed when a property owner refuses to correct a cited violation.

## **Who may file a complaint and when may it be filed?**

Any citizen may file a complaint whenever they observe conditions, uses of property or structures that they suspect are improper. Misdirected complaints will be forwarded to a more appropriate department or agency (e.g., Sheriff's Department, Animal Control, Health Department, etc.).

## **How is a complaint filed?**

Except where an immediate hazard exists, compliance actions begin with either a signed complaint or email from a citizen or another public agency. The appropriate form for filing a complaint can be acquired by visiting the City Hall at 212 S. Vanderhurst Ave. or King City Police Department at 415 Bassett St.

## **What happens once I've submitted my written complaint?**

Except for issues where an immediate threat to health and safety exist, initial action on your complaint will normally begin within 2 or 3 days of receipt and an inspection of the site will normally occur within 5 working days. Resolutions, however, can take weeks, months, and sometimes longer depending on the complexity and legal ramifications involved.