Nuisance Properties

Investigation/Prosecution Guidelines

Nuisance properties will be handled on a complaint basis.

Complaint, either oral or written, will be tendered to the police department for handling.

**Investigation Stage:**

 Upon receiving a complaint of nuisance property, the police department will investigate the matter. They will do a property inspection and pull an ICR if the officer feels the property is a nuisance property. If the officer does not, in his/her discretion deem the property a nuisance, that is the end of the matter. If the officer feels the property is a nuisance property, the officer will open an investigative file and document the following things in an ICR:

1. Date and place/address of inspection
2. Owner and occupant of the subject property
3. Identify whether it is a rental
4. Document the nuisance property conditions by describing them in some detail
5. Photograph the conditions

**Post-Investigation**

 After the initial investigation is completed, the police department will then send the owner/occupant/landlord a letter advising of the nuisance property conditions. A copy of the investigative report, photographs, and a letter requesting corrective action will be provided. The police department will provide the property owner with 15 days for compliance to be achieved.

**Charging**

 In the event that compliance is not achieved by the police department following a written request for compliance a second inspection will then be completed by the police department to document non-compliance. The second inspection shall document by supplemental report the following things:

1. Date of second inspection
2. Document the nuisance property conditions remaining by describing them in some detail
3. Photograph the conditions that continue to exist

The entire investigative file (initial investigative report, photos, letters to the property owner/occupant/landlord and the second inspection with report, photos) will then be sent to the City Attorney by email or by mail for a charging decision.