

<b>Subject:</b> Request for Enforcement Action	<b>Number:</b> 4-2
	<b>Date Issued:</b> December 1, 1998 <b>Date Revised:</b>
<b>Responsible Department:</b> City Attorney	<b>Approved:</b>

## Purpose

To establish a uniform procedure for the issuance of a criminal complaint or the filing of a civil action or other enforcement action that will be undertaken by the City Attorney's Office.

## Procedures

1. A written application (see attached form) should be made to the City Attorney's Office, setting forth the particular provision of law or contract thought to be violated, together with a full statement of all facts relied upon to establish such violation.
2. After submission of the application, the City Attorney's Office will, within two business days, either undertake the action or notify the department, in writing, of the reasons for their failure to do so.
3. The failure of a department to set forth all facts necessary to establish a violation will result in the rejection of the application, and the City Attorney's Office will endeavor to point out where such application is defective so that it can be corrected.
4. With regard to the Police Department, the arrest report shall constitute the written application for complaints against persons who have been arrested and who are in custody. Immediate attention will be given to these requests by the City Attorney's Office.