

<p><b>Standard Operating Procedure</b></p> <p><b>CIVIL CITATION COMPLETION</b></p>	<p><b>PEORIA FIRE DEPARTMENT</b></p> <p><b>Fire Community Services</b></p> <p><b>600.04</b></p> <p><b>Rev. 12/19/06</b>                      <b>Page 1 of 2</b></p>
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**PURPOSE**

To issue civil citations that is accurate and enforceable in court.

**POLICY**

Civil citations are to be used as a last resort to gain compliance with the fire code.

- Procedure: Upon returning to the office following an inspection where an uncorrected violation has been identified, the following procedures are to be used in the completion of the Peoria City Code Citation and Complaint form.
- Defendant: The defendant is the person committing the act or in the case of a company it is the person listed as the *statutory agent* for the company.
  - Print the company name and the statutory agent’s name in the defendant box.
  - To find this person’s name and contact information go to: <http://starpas.azcc.gov/scripts/cgiip.exe/WService=wsbroker1/connect.p?app=names-report.p>
- Type the company name in the search box and press enter. This will take you to a screen that will list the officers of the company and the statutory agent.
  - Commercial address - *circle commercial address and list the mailing address the business*
  - Phone - *print the telephone number of the statutory agent*
  - Mailing address - *print the mailing address of the statutory agent*
  - Date - *print the date that the violation occurred*
  - Violation location - *print the location where the violation occurred*
  - Blocks A-D – *print each violation separately. Use additional forms as needed.*
    - *Block A - City Code: if the violation is from the International Fire Code print the Edition year, IFC, and the code reference number. If the violation is from the Peoria City Code and/or our amendments to the International Fire Code print, PCC and the code reference number.*
    - *Violation - print a brief description of the violation reference*
      - Leave Dispo Date, Dispo Code, and Dispo blank
    - *Day and Date - print a court date for the defendant to appear. This must be a Thursday at least 14 days away. Print the court time as 1:30 pm.*
    - *Officer ID - This is your personnel number*
      - Phone extension - *Print x7279*

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- Sign certifying the violations

Have the Fire Marshal review the citation for completeness. The Fire Marshal will give the completed form to the Fire Community Services Administrative Assistant who will contact a process server to have the citation served on the defendant.

On court day, call the Clerk of Courts and see if your case is on the schedule. If it is on the schedule you should arrive at the Peoria City Court by 1:15pm in uniform. Take a seat in the court room and wait until your case is called. Make sure that you have all supporting documentation (your original plus two copies) with you. Present your case and be as clear and concise as possible. Let your documentation speak for itself as much as possible.

Approved:  \_\_\_\_\_ 12/18/06  
Robert McKibben, Fire Chief                      Date