



Potential code violation identified

Via phone/online

On-site

Research previous & current violations

Visit site within 48 hours

Follow-up with violation reporter via phone or email

If a violation

Take pictures & fill in citation form

Is this a police matter?
Drugs? Weapons?
Squatting?

Yes

No

Send citation, photos and any other important information to Española Police Department

Save populated letter, citation and photos within Code Enforcement records

Create Packet for Mailing
1. Print & sign letter
2. Print Citation with photos & sign/date back of each page
3. Print pertinent sections of City Code

Send via mail to property owner

