

FILL OUT AS COMPLETELY AS POSSIBLE. THE MORE INFORMATION AVAILABLE THE BETTER SERVICE WE CAN PROVIDE. **IMPORTANT: WE MUST HAVE THE CORRECT ADDRESS OF THE VIOLATION.** PLEASE ATTACH ANY ADDITIONAL INFORMATION OR SKETCHES.

RETURN THE COMPLETED FORM AND KEEP US INFORMED OF ANY IMPROVEMENT, LACK OF IMPROVEMENT, OR ADDITIONAL VIOLATIONS.

THE NEIGHBORHOOD SERVICES DIVISION DOES NOT ENFORCE CIVIL DISPUTES. WE SUGGEST YOU UTILIZE MEDIATION SERVICES OR THE CIVIL COURTS TO RESOLVE CIVIL DISPUTES.

WHAT HAPPENS WHEN YOUR REQUEST FOR INVESTIGATION FORM IS RECEIVED BY THIS OFFICE?

1. A WRITTEN SUMMARY OF THE COMPLAINT AND SUGGESTIONS FOR SOLUTION WILL BE MAILED TO THE RESPONSIBLE PERSON. WE HAVE FOUND THAT MOST PEOPLE WILL BEGIN CORRECTIVE ACTION AS SOON AS THEY RECEIVE THIS FIRST NOTICE.
2. THE AVERAGE RESPONSE TIME WILL VARY DEPENDING UPON THE TYPE OF COMPLAINT.
3. IF AFTER RECEIVING OUR WRITTEN SUMMARY, THE PROPERTY OWNER DOES NOT TAKE CORRECTIVE ACTION; OUR OFFICE MAY TAKE FURTHER ACTION THAT CAN INCLUDE INSPECTIONS, CIVIL OR CRIMINAL PROSECUTION.

YOU MAY FAX THIS FORM TO THE POLICE DEPARTMENT NEIGHBORHOOD SERVICES DIVISION AT 530-473-3488.

TO RETURN THIS FORM TO OUR OFFICE: FOLD, STAPLE, AND MAIL TO THE OFFICE ADDRESS BELOW. YOU MUST PLACE A STAMP ON THE FORM. THE POST OFFICE WILL NOT DELIVER LETTERS THAT DO NOT HAVE A STAMP.

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<p>WILLIAMS POLICE DEPARTMENT NEIGHBORHOOD SERVICES DIVISION P O BOX 127 WILLIAMS CA 95987</p>	