## **CITY OF REEDLEY**

## SERVICE COMPLAINT FORM

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Incident number:		Case	Number:
COMPLAINT: Date/Time received:		Rece	eived by:
Location:		Patrol Are	ea: Beat Area:
Su	pervisor Assigned:		
CC	OMPLAINANT / REPORTING PARTY:		
Name:		□ Confidential	
Home address:			
Telephone: Home		Work	Cell
<u>1. F</u>	Property Maintenance		
	Garbage		Obstructing vision (Planning)
	Junk		Abandoned signs (Planning)
	Dirt		On utility poles, street trees, street/stop signs (P.D.)
	Debris		Vehicle - advertised signs (P.D.)
	Alley (garbage / debris)		Graffiti on signs (P.D.)
	Graffiti		Flyers / handbills (P.D.)
	Weed / Mistletoe		Other:
ы	Other:	<b>5</b> C	Construction (Building)
2. Vehicles		<u>5. C</u>	construction (Building)
			Garage / accessory building conversion (Building)
	Inoperative / Dismantled Abatement (P.D.)		Construction - no visible permit
	Illegal parking (P.D.)		Accessory buildings (>120 sq. ft.)
	Working in public right-of-way (P.W.)		Fence - > 7' side, rear
	RV Parking / Living (P.D.)		Fence - > 31/2 ' front
	Abandoned - Parked over 5 days (P.D.)		Other
	Other:	0.11	
3. Street / Sidewalk (P.W.)		6. Utilities (P.W.)	
			Water
	Sidewalks - lifts / hole - 3/4"		Electrical connection
	Sidewalk obstructions		Sewer
	Alley - entrances		Water conservation
	Alley - large potholes		Anti-siphon valves - irrigation
	Alley - soft spots		Leaks in utilities
	Alley - obstruction (vehicle, dumpster)		
	Streets - glass Streets - oil spills	<u>7. B</u>	Business
	Streets - on spins Streets - potholes, manhole cover loose	_	Towns to be a few to the second of the secon
	Signs - missing or down		Transient - sales from cars / lots without permit (P.D.)
_	Sight lines at intersections		Home Occupation (Planning)
	Street Lights		Yard sales - License (P.D.)
	Encroachment - working without permit		Door to door sales (P.D.)
	Street tree removal / trimming	8. S	afety
A 5	-		<del></del>
4. 5	<u>Signs</u>		Fires / burns (Fire Dept.)
	Vard calos (P.D.)		Unsafe fuel storage (P.D.)
	Yard sales (P.D.) Subdivision (Planning)		Hazardous materials (P.D.)
	Dance / event sign (P.D.)		Objects in ROW / BB Hoops (P.D.)
	Dance / Event sign (F.D.)		Other:

## 9. Animal Control (P.D.) Loose dog / off leash Illegal kennel Farm animals / wrong zone Dog not licensed / vaccinated Cat problem Vicious animals Missing dog / cat Animal bites Other \_\_\_\_\_ **SUMMARY OF COMPLAINT: ASSIGNMENT:** Department assigned: Police: Investigations □ Public Works □ Building □ Traffic □ Patrol □ Parks / Recreation □ Planning Officer assigned to :\_\_\_\_\_\_\_ Date:\_\_\_\_\_ Due date for completion: **ACTION TAKEN: FURTHER ACTION REQUESTED BY:** Departments: Police: Investigation □ Public Works □ Building □ Traffic □ City Attorney □ Planning □ Patrol □ Parks / Rec. □ Finance Supervisor: Date:\_\_\_\_\_ Department Head: Date: **ACTION TAKEN BY DESIGNATED DEPARTMENT:**

Service Complaint Form