

## Marion County Code Enforcement Complaint Form

Sheriff's Office, basement floor, Marion County Courthouse, 100 High St. NE, Salem PO Box 14500, Salem OR 97309 (503) 373-4333 fax: (503) 589-3284

Thank you for contacting Marion County Code Enforcement. Complaints are usually handled in the order received. It may take up to two weeks before an inspection is conducted depending on the number of complaints currently on file. Health and safety issues take precedence over all other complaints and are usually investigated as soon as possible. Clearing a violation may take 90-120 days, depending on the level of voluntary action on the part of the violator. If you have any questions, please call our office Monday through Friday, 8:00 a.m. to 5:00 p.m.

To complete this form, fill in the boxes below. Complaints can be mailed to the post office box listed above, faxed to the number listed above, or dropped off at our office listed above.

**Complainant Information** (\* denotes required information)

*Name:
*Address:
*City/State/Zip:
Daytime Phone: E-mail:
Do you want to be contacted and kept informed of the investigation? Yes No
Location Information
Owner/Occupant (if known):
*Location of violation (if no address, location of property, i.e. northwest corner of Main and Jones):
How long has the violation existed:
*Summary of Complaint (give specific description and details of complaint such as type of debris; vehicle licenses number, etc.)
(cont. on back side)

For Office Use Only	
Tor Office osc omy	
How was the complaint received? Officer Assigned: Case #:	
Phone Remarks:	
Mail	
Delivered ———————————————————————————————————	
Date received:	

## **CONFIDENTIALITY:**

The County's enforcement-related confidentiality policy is based on State of Oregon public records statutes. Enforcement records are public records but the name of the complainant is exempt from disclosure. The exemption is entitled: "Information submitted to a public body in confidence." As such, any record that identifies a complainant is exempt from disclosure. However, notes in a file or a complaint letter that does not specifically identify the complainant may be disclosed. The County will disclose the complainant's name if that person is going to be a witness in an enforcement case – the "right of cross examination" requires this provision.