

# A CLEAR APPROACH TO CODE ENFORCEMENT



Placing the power back in the community  
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# A CLEAR TOOLKIT FOR CODE ENFORCEMENT

Each case will be assigned one of the following statuses as it proceeds through the clear process.



## VOLUNTARY COMPLIANCE

- Officers use notices and other tactics to gain voluntary compliance from owner.
- Officers issue a range of violation notices from courtesy and educational in tone to threat of penalty and perform follow-up inspections.
- Officer makes every attempt to communicate with owner.
- Officer can refer the case or escalate the case to Court Ordered Compliance or City Performed Clean Up.

**TIMELINE**  
15 to 90 Days



## COURT ORDERED COMPLIANCE

- Officer issues environmental court summons to owner or occupant for violations.
- During the court hearing the court determines the timeline and period for resolution. The court can also apply monetary penalties.
- The goal is still the resolution of the violation, not application of penalty.
- Owners can appear and agree to resolve issue before court date or in court.
- Owners also have the right to provide argument to their innocence.

**TIMELINE**  
30 to 60 Days



## CITY PERFORMED CLEAN UP

- If all other methods have failed a case moves to City Performed Clean Up status.
- Cases with abandoned ownerships or complicated titles end up in this status.
- There are more cases than budgeted funds. Staff evaluates cases for clean up as funds allow.
- Cases meeting current blight elimination criteria are prioritized.

**TIMELINE**  
60 to 90 days  
once funded



## REFERRAL

- There are cases where enforcement is not the answer.
- At their discretion, an officer can place a case in referral status.
- This means the officer has identified that financial or physical hardship exists.
- Officer works with the owner to match owner with partner resources.

**TIMELINE**  
Undetermined



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# A CLEAR PROCESS FOR CODE ENFORCEMENT



## INTAKE

The public reports a complaint or staff identifies an issue during operations.



## INSPECT

The case is assigned to an officer who makes an initial inspection within seven days.



## VOLUNTARY COMPLIANCE

Officer issues notices designed to educate the property owner and gain compliance.



## COURT ORDERED COMPLIANCE



## CITY PERFORMED CLEAN UP



## REFERRAL

- Enforcement of the property maintenance codes for the purpose of maintaining and preserving existing structures in the community.
- Coordinating city efforts to promote compliance with housing, vehicle, litter, signage, commercial banners, overgrowth and nuisance ordinances.
- Enforcing the 2018 International Property Maintenance Code.
- Coordinating with Jackson's homeowner associations and individuals to maintain and enhance the City of Jackson

### What are Code Violations?

These are examples of basic code violations - if you see it, report it and track it!

<b>IPMC Section 302: EXTERIOR PROPERTY AREAS</b>	
	All exterior areas are clean, safe and in a sanitary condition
	All sidewalks, walkways, stairs, driveways, and parking spaces maintained free from hazardous conditions
	No evidence of rodent and pest infestation
	Accessory structures, including fences and sheds, maintained in good repair
<b>IPMC Section 304: EXTERIOR STRUCTURE</b>	
	Address numbers visible and not obscured
	Exterior doors secured tightly by lock
	Roof shingles and/or roof components not damaged or missing
	Window(s) free from leaks or crack
	Window screen(s) present and undamaged
	Window(s) open, close, and latch freely
	No loose or rotting materials
	No exposed wood
	No chipped or peeling paint
	Stairs, decks, porches, balconies and all other attached appurtenances in good repair
<b>IPMC Section 305: INTERIOR STRUCTURE</b>	
	Interior rooms and surfaces are sanitary and in good condition
	Stairs and walking surfaces maintained in good repair
	Handrails and guards maintained in good repair
	No pest infestation
<b>IPMC Section 505: PLUMBING CODE</b>	
	Water system connected and supplying all fixtures
	Water heating facilities maintained in good order and capable of providing a minimum 110°F
	Fixtures maintained in a safe, sanitary, and functional condition
<b>IPMC Section 704:</b>	
	Smoke detectors present, operable, and <10 years of age - in each sleep area and adjacent hallway

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