

CIVIL INFRACTION WARNING LETTER POLICY
FOR THE VILLAGE OF NASHVILLE
ADOPTED 11-9-2006

The procedure for writing a warning letter for a civil infraction violation, by the Police Department, the Village Clerk, and the Zoning Administrator of the Village, shall be as follows:

At the discretion of the Police Department, the Village Clerk, or the Zoning Administrator, a warning letter can be written for any violation of an ordinance with a civil infraction penalty. This is not to say that all violations will receive a warning letter. A warning is only given if warranted and at the discretion of the official in charge of writing the civil infraction ticket.

A warning letter will:

- be placed on village letterhead in an appropriate manner (business letter type)
- include the date, violators name and address, address where violation took place, and ordinance violation (specific ordinance)
- have a time span of fifteen (15) days to remove/correct the violation (unless otherwise stated in the Ordinance) before a civil infraction ticket will be issued
- signed by the official administrating the warning

All warning letters sent will be kept on file at either the police station (police department tickets) or the Village Clerks office (Clerk or Zoning Administrator tickets) for future reference.