



CITY OF BEAVERTON

CITY ORDINANCES

ORDINANCE #3863-AMENDING B.C., SECTION 2.10.020G, TO MODIFY

THE CIVIL INFRACTION COMPLAINT FORM

NUMBER OF PAGES 4

CODE

ORDINANCE NO. 3863

AN ORDINANCE AMENDING THE BEAVERTON CODE,
SECTION 2.10.020G, TO MODIFY
THE CIVIL INFRACTION COMPLAINT FORM

WHEREAS, the civil infraction citation form is currently required to consist of three pages and is typed or hand written; and

WHEREAS, the City now has the capability to prepare a computer generated citation form, which would be much more efficient;

WHEREAS, an amendment to the Code to allow flexibility to use either the new computer generated citation form or the current three page form is therefore desirable; now, therefore,

THE CITY OF BEAVERTON ORDAINS AS FOLLOWS:

Section 1. The Beaverton Code, section 2.10.020G, is amended to read as follows:

G. Issuance of Uniform Infraction and Complaint.

1. If the responsible party with whom prior contact was made fails to cure or remedy the alleged infraction, a uniform infraction citation and complaint signed by the code enforcement officer or any citizen may be filed with the municipal court charging the responsible party with the civil infraction and setting a date for the responsible party to appear before the municipal court to answer said complaint.

2. The code enforcement officer shall prescribe the form of the uniform infraction citation and complaint.

3. The complaint and summons shall contain the following information:

- a. the name of the court and the court's file number;
- b. the name of the person cited;
- c. the infraction with which the person is charged;
- d. the date, time and place the infraction occurred, or if the infraction is of a continuing nature, the date, time and place the infraction was observed by the code enforcement officer, or the citizen signing the complaint.
- e. the date on which the citation was issued;
- f. the scheduled forfeiture for the alleged infraction; and
- g. the time and place at which the person cited is to appear in court to answer the complaint.

4. The complaint shall contain a form of verification that the person signing the complaint swears that the person has reasonable grounds to believe, and does so believe, that the person cited committed the infraction.

5. The summons shall also contain notice to the person cited that a civil complaint will be filed in the municipal court of the city.

First reading this 31st day of September, 1993.
Passed by the Council this 11th day of October, 1993.
Approved by the Mayor this 12th day of October, 1993.

ATTEST:



SUE NELSON, CITY RECORDER

APPROVED:



ROB DRAKE, MAYOR

Beaverton Code Section 2.10.020G

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2. The code enforcement officer shall prescribe the form of the uniform infraction citation and complaint. ~~but it shall consist of at least three pages. Additional pages may be inserted for administrative purposes by those charged with the enforcement of the ordinances. The required pages are:~~

- ~~a. the complaint;~~
- ~~b. the city department record; and~~
- ~~c. the summons.~~

3. ~~Each of the three pages~~ **The complaint and summons** shall contain the following information:

- a. the name of the court and the court's file number;
- b. the name of the person cited;
- c. the infraction with which the person is charged;
- d. the date, time and place the infraction occurred, or if the infraction is of a continuing nature, the date, time and place the infraction was observed by the code enforcement officer, or the citizen signing the complaint;
- e. the date on which the citation was issued;
- f. the scheduled forfeiture for the alleged infraction; and
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