

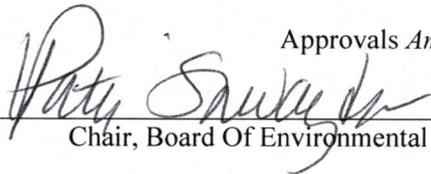
Environmental  
Health

# RULES & REGULATIONS

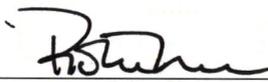
GOVERNING  
ADMINISTRATIVE CITATIONS  
FOR VIOLATIONS OF  
CHAPTER 8 (ANIMALS)  
CHAPTER 11 (CHILD CARE)  
CHAPTER 17 (EMERGENCY MEDICAL VEHICLES)  
CHAPTER 24 (HEALTH AND SANITATION)  
CHAPTER 26 (BOARDING HOMES, PERSONAL CARE BOARDING  
HOMES, AND NON-GOVERNMENTAL RESIDENTIAL FACILITIES)  
CHAPTER 27 (HOUSING)  
CHAPTER 33 (LODGING)  
CHAPTER 35 (MOBILE HOMES AND TRAILERS)  
CHAPTER 36 (NOISE)  
ARTICLE 1 OF CHAPTER 37 (HEALTH NUISANCES), AND  
CHAPTER 51 (POOLS)



*Approvals Amended*

  
Chair, Board Of Environmental Health

*Adopted as Amended*

  
Executive Director, Dept of Environmental Health

Date of Executive Director's Signature: 4/14/17

  
Attorney for the City & County of Denver

**BOARD OF ENVIRONMENTAL HEALTH  
RULES AND REGULATIONS GOVERNING ADMINISTRATIVE CITATIONS  
FOR VIOLATIONS OF  
CHAPTER 8 (ANIMALS), CHAPTER 11 (CHILD CARE), CHAPTER 17 (EMERGENCY  
MEDICAL VEHICLES), CHAPTER 24 (HEALTH AND SANITATION), CHAPTER 26  
(BOARDING HOMES, PERSONAL CARE BOARDING HOMES, AND NON-  
GOVERNMENTAL RESIDENTIAL FACILITIES), CHAPTER 27 (HOUSING), CHAPTER 33  
(LODGING), CHAPTER 35 (MOBILE HOMES AND TRAILERS), CHAPTER 36 (NOISE),  
ARTICLE 1 OF CHAPTER 37 (HEALTH NUISANCES), AND CHAPTER 51 (POOLS)**

As Amended July 9, 2010  
As Further Amended July 14, 2011  
As Further Amended March 12, 2015  
As Further Amended April 14, 2017

**SECTION 1.0 INTRODUCTION**

The City Council has determined that there is a need to better encourage prompt compliance with ordinances and prompt payment of penalties. This has led to the addition of an alternative method of enforcement, administrative citations with civil penalty assessments, which has been codified in Section 24-5 of the Revised Municipal Code of the City and County of Denver (DRMC).

These rules and regulations (Rules) are adopted and issued by the Board of Environmental Health of the City and County of Denver (the Board) in accordance with the authority contained in Article II of the Charter of the City and County of Denver and in Section 24-5, DRMC, in order to implement the administrative citation and civil penalty assessment provisions of the Code. In 2010, these Rules were amended to add civil penalties for violations of the Noise Control Code. These rules were revised in 2011 to make minor revisions and revise the amount of dog and cat licensing civil penalties. These rules were revised in 2015 to include civil penalties for violations of Chapter 11 (Child Care), Chapter 17 (Emergency Medical Vehicles), Chapter 24 (Health and Sanitation), Chapter 26 (Boarding Homes, Personal Care Boarding Homes, and Non-Governmental Residential Facilities), Chapter 27 (Housing), Chapter 33 (Lodging), Chapter 35 (Mobile Homes and Trailers), Chapter 36 (Noise), Article 1 of Chapter 37 (Health Nuisances), Chapter 51 (Pools) and to make other minor revisions. These rules are now revised to amend the civil penalties for violation of Chapter 8 (Animals).

Under separate cover, the Board has adopted Rules and Regulations Governing Hearings Before and Variances by the Board of Environmental Health (Hearing Rules). Except as specifically provided herein, the Hearing Rules as they may be amended from time to time shall govern hearings under these Rules.

A paper copy of these Rules shall be made available without charge, upon request, to persons seeking to file a petition for review of an administrative citation. The Executive Director shall use best efforts to maintain a current copy of these Rules on the City and County of Denver website. See: <http://www.denvergov.org/BEH>.

**SECTION 2.0 CODE CHAPTERS AND SECTIONS AUTHORIZED FOR ENFORCEMENT THROUGH ADMINISTRATIVE CITATIONS**

To the extent established by the Charter and Ordinances of the City and County of Denver, including but not limited, to the generally applicable enforcement provisions of Title II Chapter 1, an Enforcement Official may issue an Administrative Citation for violation of the provisions of the Code. This regulation

governs Administrative Citations and civil penalty assessments for violation of the Code provisions designated below, and for violation of rules, regulations, license or permit conditions established in accordance with the following:

- 2.1. Chapter 8, DRMC (Animals), excluding the provisions of Sections 8-48 (Damaging property), 8-51 (Dog attack or bite), 8-52 (Dangerous dogs), 8-55 (Pit bulls prohibited), 8-131(a) (Cruelty to animals prohibited), 8-134 (Abandonment), 8-135 (Keeping place for fighting animals), and 8-136 (Poisoning);
- 2.2. Chapter 11, DRMC (Child Care);
- 2.3. Chapter 17, (Emergency Medical Vehicles);
- 2.4. Chapter 24, DRMC (Health and Sanitation);
- 2.5. Chapter 26, DRMC (Boarding Homes, Personal Care Boarding Homes, and Non-Governmental Residential Facilities);
- 2.6. Article II of Chapter 27, DRMC (Housing);
- 2.7. Chapter 33, DRMC (Lodging);
- 2.8. Chapter 35, DRMC (Mobile Homes and Trailers);
- 2.9. Chapter 36, DRMC (Noise);
- 2.10. Article 1 of Chapter 37, DRMC (Health Nuisances); and
- 2.11. Chapter 51, DRMC (Pools).

### **SECTION 3.0 DEFINITIONS**

Except as noted below, words and phrases shall have the meaning assigned by the Charter and Ordinances of the City and County of Denver. As used in these Rules, the following terms shall have the following meanings:

- 3.1. *Administrative Enforcement Order or Order* shall mean the Findings of Fact, Conclusions of Law, and Decision recommended by the Administrative Hearing Officer or the final decision of the Board.
- 3.2. *Administrative Citation* is a citation for violation of the Code or noncompliance with an order issued by the Executive Director by which a civil penalty for such violation or noncompliance is assessed.
- 3.3. *Code* shall mean those portions of the Denver Revised Municipal Code enumerated in Section 2.0 above.
- 3.4. *Day* shall mean a calendar day except as provided in subparagraph 10.3.
- 3.5. *Enforcement Official* shall mean a person employed by or under contract with the City and charged by the Executive Director with enforcing the Code.
- 3.6. *Administrative Hearing Officer* shall mean a person appointed by the Executive Director to hear petitions for review of Administrative Citations.
- 3.7. *Executive Director* shall mean the Executive Director of the Department of Environmental Health or the Executive Director's designee.
- 3.8. *Owner*, in the case of animal violations, means any person who owns, possesses, keeps, exercises control over, maintains, harbors, transports or sells an animal.
- 3.9. *Responsible Party* shall mean any person or entity suspected of having violated any provisions of the Code, including but not limited to, an Owner.
- 3.10. *Rules* shall mean the procedures and requirements contained herein, duly adopted through a rulemaking process as set forth in Chapter 2, DRMC, Administration, Article VI Rules and Regulations.

### **SECTION 4.0 REQUIREMENTS FOR ISSUANCE**

An Administrative Citation may be issued as follows:

- 4.1. An Administrative Citation may be issued by the Executive Director or an Enforcement Official to any Responsible Party for violation of the Code or noncompliance with an order issued by the Executive Director.
- 4.2. Each day a violation or noncompliance exists or continues shall constitute a separate and distinct violation, except under the following circumstances:
  - 4.2.1. No additional administrative citation shall be issued for another or continuing violation of the same Code section for which a compliance period has been provided in accordance with Section 5.2 of these Rules until expiration of the compliance period.
  - 4.2.2. No additional Administrative Citation shall be issued for the same or continuing violation if the Responsible Party files a timely petition for review in accordance with Section 7 of these Rules, until such time as an Administrative Enforcement Order is issued and the Responsible Party has failed to comply with the final Administrative Enforcement Order.
- 4.3. If the Responsible Party fails to correct the violation cited, commits a violation of the same Code section again, or fails to comply with an Administrative Enforcement Order, subsequent citations may be issued for violations of the same Code section.
- 4.4. The Executive Director shall dismiss or rescind a second or subsequent Administrative Citation upon a showing that the second or subsequent citation was issued during a compliance period for the same violation, without requiring a petition for review to be filed.

#### **SECTION 5.0 TIME FOR COMPLIANCE FOR CHAPTER 8 (Animals)**

- 5.1. The Board finds and determines that violation of the Chapter 8 (Animals) of the Code must be corrected immediately except as authorized herein based on the nature of the offense.
- 5.2. A compliance period is provided for first-time violations of the Chapter 8 (Animals) Code sections identified below. A Responsible Party must provide, via hand delivery or registered mail, the following documentary evidence of compliance to the Department at the Denver Animal Shelter, 1241 West Bayaud Avenue, Denver, CO 80223 within the designated compliance period:
  - 5.2.1. Rabies vaccination. A compliance period of ten (10) days after service of an administrative citation for violation of Code Section 8-32 may be allowed, during which time a Responsible Party shall vaccinate the applicable animal for rabies. The Responsible Party shall provide to the Executive Director documentary proof of the vaccination in the form of a rabies vaccination certificate or a letter signed by a licensed veterinarian or veterinary hospital. The document must be dated and shall specify the name, address and phone number of the veterinarian and/or the veterinary clinic; the name, gender, breed, age and color markings of the animal; the mailing address and phone number of the Owner; the date of the vaccination; date of next vaccination and/or duration of current vaccination; and, the rabies certificate number (if applicable).
  - 5.2.2. License/Permit. A compliance period of ten (10) days after service of an administrative citation for violation of Code Section 8-61 or 8-91 may be allowed during which time a Responsible Party shall obtain the required license or permit. The Responsible Party shall provide to the Executive Director proof of such license or permit in the form of a copy of a current license/permit issued by the City and County of Denver or application for, and payment of, the requisite license/permit fee.
  - 5.2.3. Spaying and neutering. A compliance period of thirty (30) days after service of an administrative citation for violation of Code Section 8-70 or 8-71 may be allowed, during which time a Responsible Party shall either sterilize or obtain an intact permit for the applicable animal. The Responsible Party shall provide documentary proof of spay/neuter in the form of a certificate or a letter signed by a licensed veterinarian or veterinary hospital. The document must be dated and shall specify the name, address and phone number of the veterinarian and the veterinary clinic; the name, gender, breed, age and color markings of the animal; and, the mailing address and phone number of the Owner. In the event sterilization of the applicable animal is not recommended medically, the Responsible Party shall provide proof in the form of a written determination by a licensed veterinarian in accordance with Code Section 8-72(1). The written statement of the

veterinarian must be dated and shall specify the name, address and phone number of the veterinarian and the veterinary clinic; the name, gender, breed, age and color markings of the animal; the mailing address and phone number of the Owner; and, signature of the veterinarian.

- 5.2.4. The Executive Director may rescind Administrative Citations for alleged violations upon receipt of documentary proof of compliance *as of the time of the alleged violation*. If an Administrative Citation for violation of rabies vaccination or license requirements is rescinded, the Administrative Citation may be amended or reissued to charge the Responsible Party with a violation of 8-36 Failure to Display Rabies Tag and/or 8-63 Failure to Display License.
- 5.3. The civil penalty for a first-time violation of the Chapter 8 (Animals) Code sections related to rabies vaccination, license, permit, and spay/neutering will be reduced 50% if the Responsible Party complies with the Code section and provides the required documentary evidence of compliance to the Executive Director within the compliance period as set forth in Section 5.0 of these Rules.

## **SECTION 6.0 PROCEDURES**

- 6.1. An Enforcement Official will issue an Administrative Citation in the form substantially similar to the form attached as Exhibit 1 for violation(s) of any Chapter to which these Rules and Regulations apply.
- 6.2. An administrative citation will be served upon the Responsible Party by any of the following methods:
  - 6.2.1. In person. An Enforcement Official shall attempt to deliver the administrative citation to the Responsible Party at the site of any violation or at the Responsible Party's business or personal address, or other form of service generally provided by Rule 4, Colorado Rules of Civil Procedure (C.R.C.P.) and authorized by the Executive Director.
  - 6.2.2. By mail. Notwithstanding Section 6.2.1 of these Rules, service by first class mail to a Responsible Party is authorized for the following:
    - 6.2.2.1. Failure to renew a license or permit, provided that, the Executive Director has mailed a renewal notice via the U.S. Postal Service to the Responsible Party at the address indicated on the last issued license or permit for the animal or other known address at least thirty (30) days earlier;
    - 6.2.2.2. Failure to submit the proof required by a sterilization agreement authorized under Section 8-135.5 of the Code.
  - 6.2.3. An Enforcement Official shall attempt to obtain the signature of the Responsible Party at the time of personal service of an Administrative Citation on the citation. If the Responsible Party refuses or fails to sign the Administrative Citation, the failure or refusal to sign shall not affect the validity of service, the Administrative Citation itself, or subsequent proceedings related to the Administrative Citation.
  - 6.2.4. Service shall be effective on the date of receipt by the Responsible Party if personally served or upon the fifth day after deposit with the U.S. Postal Service for first class mail of the administrative citation or posting of the property, whichever is later. Where service is by registered mailing, service shall be effective on the date of mailing unless returned as undeliverable by the U.S. Postal Service. Unclaimed or refused mail is not considered to be an undeliverable mailing.

## **SECTION 7.0 PETITION FOR REVIEW**

- 7.1. Any Responsible Party served with an Administrative Citation may petition for review of the administrative citation in the following manner:
  - 7.1.1. A written Petition for Review must be filed with the Board at 200 West 14<sup>th</sup> Avenue, Suite 300, Denver, CO 80204 within thirty (30) calendar days from the effective date of service of the administrative citation on the Responsible Party petitioning for review (the Petitioner). This is a jurisdictional prerequisite to the review process.

- 7.1.2. No particular form of Petition is required, provided that the following information is set forth in writing:
  - 7.1.2.1. The Administrative Citation number;
  - 7.1.2.2. The factual or procedural errors or legal deficiencies upon which the Petitioner bases the petition;
  - 7.1.2.3. A statement of the relief requested;
  - 7.1.2.4. The name, address and telephone number of the Petitioner and the name, address and telephone number of the Petitioner's legal representative, if any, who is authorized to present the Petitioner in a hearing;
  - 7.1.2.5. The signature of the Petitioner or Petitioner's legal representative;
  - 7.1.2.6. A copy of the administrative citation or written order or decision sought to be reviewed shall be attached to the Petition; and,
  - 7.1.2.7. A nonrefundable filing fee, as specified in the Hearing Rules, made payable to the Manager of Finance must accompany the Petition.

## **SECTION 8.0 ADMINISTRATIVE HEARING**

- 8.1. Except as specified in these Rules, a Petition for Review shall be heard and determined in accordance with the Hearing Rules.
- 8.2. If the Petition for Review meets all requirements of Section 7 of these Rules, the Board shall accept the Petition and assign a case number to the matter. If the Petition for Review does not meet any requirement of Section 7 of these Rules, the Board shall reject the petition for review.
- 8.3. All hearings or, when a matter is submitted for determination based on written argument and written statement of facts then all examination of such written material, shall be conducted by the Board, unless the Board, in its discretion, assigns an available Administrative Hearing Officer (AHO) to conduct the hearing or to examine the written material submitted and to issue an Administrative Enforcement Order after such hearing or examination.
- 8.4. The Board shall provide written notification to Petitioner of any assignment of a Petition for Review to an Administrative Hearing Officer (AHO), or, if the Petition for Review was rejected, the Board shall provide written notification to Petitioner of the rejection and the reason(s) for rejection.
- 8.5. The parties to the hearing shall be the Responsible Party as the Petitioner and the City as the Respondent.
- 8.6. Upon receipt of an assigned Petition for Review from the Board, the AHO shall set a date, time and place for the hearing unless, if requested by the Petitioner and in the sole discretion of the AHO, the matter is submitted on written brief and supporting material. Written notice of the date, time and place of the hearing shall be personally served upon Petitioner or sent via first class mail sent to the address specified in the Petition at least ten (10) days before the scheduled hearing.
- 8.7. Any Petitioner who fails to appear at the hearing is deemed to have waived the right to a hearing and the adjudication of issues related to the hearing, provided that notice of the hearing has been provided as set forth in Section 8.6 of these Rules. Failure to appear shall result in the administrative citation being enforced and the civil penalty due and payable immediately.
- 8.8. The Petitioner shall have the burden of proof to establish that the Administrative Citation or written order or decision was issued in error. That burden must be met by a preponderance of the evidence presented at the hearing or in the evidence submitted by written brief and supporting material.
- 8.9. The City shall have the burden of proof to establish the existence of a violation of the Code. That burden must be met by a preponderance of the evidence presented at the hearing or in the evidence submitted by written brief and supporting material.

## **SECTION 9.0 ADMINISTRATIVE ENFORCEMENT ORDER**

- 9.1. At the conclusion of the hearing, the Administrative Hearing Officer will issue the recommended Administrative Enforcement Order.
- 9.2. The recommended Administrative Enforcement Order may: uphold the Administrative Citation and civil penalties as to any violation proven by the Department; dismiss the Administrative Citation and civil penalties as to any violation not proven by the Department; waive or conditionally reduce the civil penalties assessed by the administrative citation in accordance with these Rules, or require payment of any outstanding assessed civil penalties and costs by a specified date. A copy of the recommended Administrative Enforcement Order shall be mailed to the Petitioner and provided to the Executive Director.
- 9.3. THIS SECTION INTENTIONALLY LEFT BLANK
- 9.4. Unless a petition for Board Review is filed in accordance with SECTION 10.0 of these Rules, the recommended Administrative Enforcement Order shall become final upon the date of personal service or service by mail addressed to Petitioner, a copy of which shall be provided to the Executive Director. Service by mail shall be deemed complete five (5) days after it is deposited with the U.S. Postal Service for first class mail.
- 9.5. Failure to comply with the final Administrative Enforcement Order shall be subject to all fines, penalties and assessments authorized by the Code.

## **SECTION 10.0 APPEAL OF ADMINISTRATIVE ENFORCEMENT ORDER**

- 10.1. A Responsible Party may Petition for Board Review of the Hearing Officer's Administrative Enforcement Order within ten (10) calendar days following mailing of the Administrative Enforcement Order.
- 10.2. No particular form of Petition for Board Review of the Hearing Officer's Administrative Enforcement Order is required, provided that the following information is set forth in writing:
  - 10.2.1. The Administrative Citation number;
  - 10.2.2. The factual or procedural errors or legal deficiencies upon which the Petitioner bases the petition;
  - 10.2.3. A statement of the relief requested;
  - 10.2.4. The name, address and telephone number of the Petitioner and the name, address and telephone number of the Petitioner's legal representative, if any, who is authorized to present the Petitioner in a hearing; and,
  - 10.2.5. The signature of the Petitioner or Petitioner's legal representative.
- 10.3. If the written Petition for Board Review of the recommended Administrative Enforcement Order is filed with the Board five (5) working days before the next regularly scheduled meeting of the Board, review of the Administrative Enforcement Order will be conducted at such meeting unless continued for good cause; otherwise, the review will be conducted at the next following regularly scheduled meeting of the board unless expedited or continued for good cause.
- 10.4. The Board's review will be on the administrative record established at the underlying hearing before the AHO. The decision of the Board is the final action for purposes of any further appeal.

## **SECTION 11.0 COSTS AND OTHER CHARGES; PAYMENT**

- 11.1. Unless a Petition for Review is filed in accordance with SECTION 7.0 of these rules, payment of the civil penalty and costs shall be due and payable within thirty (30) calendar days after service of the Administrative Citation. Such payment shall resolve the matter finally.
- 11.2. If a Petition for Review of the Administrative Citation is timely and properly filed, the obligation to pay the civil penalty and costs shall be stayed during the course of the Administrative Hearing Officer's and/or Board's review.

- 11.3. All civil penalties and costs shall be payable to the Manager of Finance and mailed or hand delivered to 200 W. 14th Avenue, Suite 300, Denver CO 80204.
- 11.4. A twenty-five dollar (\$25) late charge plus interest at the rate of ten percent (10%) per annum will be charged for failure to pay a civil penalty and costs when due.
- 11.5. The Executive Director may refer the matter for collection by any and all means available to the City if the Responsible Party has not paid all civil penalties and costs within thirty (30) days of the date due.
- 11.6. The Executive Director shall establish a system to identify and track all Administrative Citations, civil penalty assessments, late fees, interest and administrative costs, and to record payments received therefore.
- 11.7. Payment of the civil penalty and costs shall not excuse the failure to correct violations. Any uncorrected violation may be subject to additional Administrative Citations and civil penalties.
- 11.8. Any person who violates an order issued by the Executive Director shall also be subject to a civil penalty of not more than nine hundred and ninety-nine dollars (\$999.00) per violation.
- 11.9. Impounded Animals
  - 11.9.1. In the event an animal is impounded and the animal is abandoned or surrendered to the Executive Director, the Responsible Party remains liable for civil penalties and costs previously assessed as well as fees and costs for impoundment, boarding, medical treatment and supplies incurred by the City at the time of and during impoundment.
  - 11.9.2. In the event the Responsible Party no longer owns, possesses, keeps, exercises control over, maintains, harbors, or transports the applicable animal or the applicable animal has died by the time the civil penalty becomes due and payable, the Responsible Party remains liable for civil penalties and costs previously assessed as well as fees and costs for impoundment, boarding, medical treatment and supplies incurred by the City at the time of and during impoundment.

**SECTION 12.0 CIVIL PENALTY ASSESSMENTS: CHAPTER 8 (ANIMALS) CHAPTER 11 (CHILD CARE), CHAPTER 17 (EMERGENCY MEDICAL VEHICLES), CHAPTER 24 (HEALTH AND SANITATION), CHAPTER 26 (BOARDING HOMES, PERSONAL CARE BOARDING HOMES, AND NON-GOVERNMENTAL RESIDENTIAL FACILITIES), CHAPTER 27 (HOUSING), CHAPTER 33 (LODGING), CHAPTER 35 (MOBILE HOMES AND TRAILERS), CHAPTER 36 (NOISE), ARTICLE 1 OF CHAPTER 37 (HEALTH NUISANCES), CHAPTER 51 (POOLS)**

The Executive Director shall determine and publish a schedule of civil penalty assessments, not to exceed nine hundred and ninety nine dollars (\$999.00) per violation, for violations of Chapter 8 (Animals), Chapter 11 (Child Care), Chapter 17 (Emergency Medical Vehicles), Chapter 24 (Health and Sanitation), Chapter 26 (Boarding Homes, Personal Care Boarding Homes, and Non-Governmental Residential Facilities), Chapter 27 (Housing), Chapter 33 (Lodging), Chapter 35 (Mobile Homes and Trailers), Chapter 36 (Noise), Article 1 of Chapter 37 (Health Nuisances), and Chapter 51 (Pools).

**SECTION 13.0 OTHER ENFORCEMENT**

Nothing contained herein shall prohibit the enforcement of the Code by any other means.

**SECTION 14.0 EFFECTIVE DATE**

The amended Rules and Regulations Governing Administrative Citations for Violations of Chapter 8 (Animals), Chapter 11 (Child Care), Chapter 17 (Emergency Medical Vehicles), Chapter 24 (Health and Sanitation), Chapter 26 (Boarding Homes, Personal Care Boarding Homes, and Non-Governmental Residential Facilities), Chapter 27 (Housing), Chapter 33 (Lodging), Chapter 35 (Mobile Homes and Trailers), Chapter 36 (Noise), Article 1 of Chapter 37 (Health Nuisances) and Chapter 51 (Pools) contained

herein shall be effective on the date of signature by the Executive Director of the Department of Environmental Health.

Exhibit 1 Form, Administrative Citation

Regarding

Violation(s) of Chapter 8 (Animals), Chapter 11 (Child Care), Chapter 17 (Emergency Medical Vehicles), Chapter 24 (Health and Sanitation), Chapter 26 (Boarding Homes, Personal Care Boarding Homes, and Non-Governmental Residential Facilities), Chapter 27 (Housing), Chapter 33 (Lodging), Chapter 35 (Mobile Homes and Trailers), Chapter 36 (Noise), Article 1 of Chapter 37 (Health Nuisances), and Chapter 51 (Pools)

**THIS IS A LEGAL DOCUMENT - PLEASE READ BOTH SIDES CAREFULLY**  
**ADMINISTRATIVE CITATION - Notice of Violation/Civil Penalty Assessment**

City and County of Denver, Department of Environmental Health

XX - \_\_\_\_\_ - XXXXXX

Last Name		First	Middle	DOB	Approximate Location of the Violation(s)						
Race	Sex	Height	Weight	Eye Color						Hair Color	
Complete Address			(Apt.#, City and State)		Zip Code		Date and Time of Offense Mo   Day   Year   Hour   AM PM				
Employed By				Home Phone							
FINE AMOUNT: <input type="checkbox"/> \$250.00 <input type="checkbox"/> \$500.00 <input type="checkbox"/> \$999.00 <input type="checkbox"/> Other: \$ _____ .00											
<small>Payment of a civil penalty is due to the Manager of Finance thirty (30) days after service of the Administrative Citation, unless you timely and properly file a petition for review with the Board of Environmental Health in compliance with the Rules and Regulations Governing Hearings as indicated on the back side of this document. By paying the penalty, you acknowledge responsibility for the violation(s) cited and waive the right to appeal the issuance of the Administrative Citation.</small>											
Section #	RELATING TO: Chapter ( _____ ) of the Denver Revised Municipal Code.										

Investigator: \_\_\_\_\_

ID # \_\_\_\_\_ Department: Environmental Health Division: \_\_\_\_\_

I certify that on this date \_\_\_/\_\_\_/\_\_\_ a copy of this Administrative Citation was duly served upon the above Defendant in the following manner: \_\_\_\_\_

Received by: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_  
How to Pay Civil Penalty

Payment of a civil penalty is due to the Manager of Finance thirty (30) days after service of the Administrative Citation, unless you timely and properly file a petition for review with the Board of Environmental Health in compliance with the Rules and Regulations Governing Hearings as indicated below under Rights of Appeal. By paying the penalty, you acknowledge responsibility for the violation(s) cited and waive the right to appeal the issuance of the Administrative Citation. Payment of the penalty shall not excuse the failure to correct the violation nor shall it bar further enforcement by the City. Payments can be made online, by mail, or in person. Make checks payable to the "Manager of Finance" and pay in person between 9:00 am to 5:00 pm Monday through Friday, or send via mail to:

Administrative Citations Case Manager  
Department of Environmental Health  
200 West 14<sup>th</sup> Avenue, Suite 300  
Denver, CO 80204-2732  
Pay online at: [www.denvergov.org/deh/navcitation](http://www.denvergov.org/deh/navcitation)

**Consequences of Failure to Pay the Civil Penalty**

If you fail to pay the civil penalty assessed by the Administrative Citation within thirty (30) days after service of the Citation, the City will charge a late fee of \$25, interest at the rate of 10% per annum, and may bring an action to collect the penalty and all costs associated with such action.

**Rights of Appeal**

You have the right to request a hearing to review issuance of the Administrative Citation by filing a Petition for Review with the Board of Environmental Health, along with payment to the "Manager of Finance" of a nonrefundable filing fee as specified in the Rules and Regulations Governing Hearings. A Petition must be filed with the Board of Environmental Health within thirty (30) days after service of the Citation. The written petition must contain the information required as provided in the Rules and Regulations Governing Administrative Citations for Violations Denver Revised Municipal Code and the Rules and Regulations Governing Hearings. You may obtain a copy of the Rules and Regulations visiting the Department's website at the contact information below.

Mail or personally deliver the Petition for Review to:

Administrative Citations Case Manager  
c/o Board of Environmental Health  
200 West 14<sup>th</sup> Avenue Suite 300  
Denver, CO 80204-2732  
[www.denvergov.org/deh](http://www.denvergov.org/deh)

For questions or more information about this administrative citation please call 3-1-1 and ask for the Department of Environmental Health Administrative Citation Case Manager for the Board of Environmental Health. Please have your Administrative Citation number ready for reference - it is located in the upper right-hand corner of the citation.