



**ADMINISTRATIVE
ORDER**

Approved By:

Minda S. New
City Manager

No. 4

Effective Date:
02/16/01

Revised: 3/09/01
Revised: 7/22/08
Revised: 12/15/11
Revised: 8/13/18

Subject: ADMINISTRATIVE HEARING OFFICER PROGRAM –
ISSUANCE OF VIOLATION NOTICES WITHIN THE
ADMINISTRATIVE HEARING SYSTEM AND IN LAKE
COUNTY CIRCUIT COURT

I. PURPOSE.

The purpose of this Administrative Order is to provide certain City personnel with the authority and direction to issue notices of violations (“Violation Notices”) within the City of Highland Park's Administrative Hearing System, Chapter 38 of the Highland Park Code of 1968 (the “Code”) and for adjudication in the Circuit Court of Lake County.

II. POLICY.

- A. It is the policy of the City to issue a Violation Notice to persons or entities that violate certain provisions of the Code, as provided in Chapter 38 of the Code.
- B. All personnel authorized and designated as "Code Officers" pursuant to Section III of this Order shall have the authority to issue Violation Notices for the following Titles of the Code:
- Title V, Public Utilities
 - Title IX, General Regulations
 - Title XI, Business Regulations
 - Title XIII, Misdemeanors
 - Title XV, Land Usages
 - Title XVII, Building Regulations
- C. Those members of the Police Department that are duly authorized by the Chief of Police shall have the authority to issue Violation Notices for the following Titles of the Code:
- All Titles listed in Section II. B of this Order; and
 - Title VII, Traffic Regulations

III. AUTHORIZED CODE OFFICERS.

The following City personnel are hereby designated as "Code Officers" and are authorized to issue Violation Notices for violations of the Code Titles listed in Section II of this Order, in accordance with Chapter 38 of the Code:

City Manager's Office:

City Manager
Deputy City Manager
Assistant City Manager
Assistant to the City Manager
Management Analyst
Deputy City Clerk

Community Development:

Director of Community Development
Deputy Director of Community Development
Building Division Manager
Senior Plan Examiner
Senior Inspector
Plan Examiner/Inspector
Building Inspector/Property Maintenance Inspector

Finance Department

Finance Director
Deputy Finance Director

Fire Department:

Fire Chief
Deputy Fire Chief
Fire Prevention Inspector

Police Department:

Police Chief
Deputy Police Chief
Police Commander
Police Sergeant
Police Officer
Community Service Officer
Community Policing Aid
Records Supervisor

Public Works:

Director of Public Works
Deputy Director of Operations
Assistant Director of Public Works
City Engineer
Assistant to the Public Works Director
Assistant Superintendent
Superintendent of Water Production
City Forester
Assistant City Forester

Civil Engineer
Engineering Technician
Foreman
Lead Water Plant Operator
Plant Chemist

IV. PROCEDURE FOR ISSUING VIOLATION NOTICES.

All Violation Notices that are to be adjudicated in the City's Administrative Hearing System shall:

- A. Be issued on a form authorized and approved by the City Manager.
- B. Be issued in the numerical sequence of the forms distributed to the Code Officer by the Code Enforcement Administrator.
- C. Be distributed, upon issuance, to the applicable City personnel, in accordance with the color-coded copies attached to the original Violation Notice.
- D. Be served on a defendant in strict accordance with Section 38.008 of Chapter 38 of the Code.

V. INITIATION OF VIOLATION NOTICES IN CIRCUIT COURT

While the Code provides that the proceedings in the Administrative Hearing System are not exclusive, and therefore provides Code Officers with the right to determine whether a Violation Notice shall be adjudicated in the City's Administrative Hearing System or in the Lake County Circuit Court, it is the preference and policy of the City to cause violations to be adjudicated in the City's Administrative Hearing System.

Accordingly, Code Officers may initiate a Violation Notice in the Lake County Circuit Court only with prior authorization from any of the following: (1) the City Manager, (2) the Corporation Counsel, or (3) the Code Officer's Department Head. Notwithstanding the foregoing, Code Officers that are members of the Police Department shall initiate Violation Notices only as directed by the Chief of Police.

VI. INTERPRETATION.

All questions concerning the meaning or applicability of the provisions of this Administrative Order shall be submitted in writing to the office of the City Manager. A written interpretation by that office shall be provided to all departments and serve as a supplement to this Administrative Order. All such determinations shall be final.