



Rogers Fire Department Standard Operating Procedures

Policy Title:	Fire Inspection Violations and Citations		
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PURPOSE

The goal of the Risk Reduction Division (RRD) is to obtain compliance of violations of the Arkansas Fire Prevention Code (AFPC) and/or locally adopted ordinances. The RRD shall issue either a notice or citation for violations of the AFPC and/or locally adopted ordinances that pertain to fire prevention. This policy explains the process for issuing both.

POLICY

Members of the RRD shall issue either a notice or citation on violations observed. It will be at the discretion of the member to issue a notice or citation. As a general rule citations are issued to violations that constitute a high degree of danger if no action is taken. Notices are generally issued when violations are of no immediate life or safety hazard. However; if there is a blatant disregard to the AFPC or if after multiple attempts are made to have the violation corrected and the individual(s) refuses to comply, a citation shall be issued.

Information contained on the notice or citation shall include the following:

- Date
- Time
- Name
- Address
- Driver's License Number
- Vehicle Description (if applicable)
- Vehicle License Number (if applicable)
- Location (address) of violation
- Time allotted to correct violation (if applicable)
- Court Date/Time (if applicable)

The amount of time allotted to correct violations is at the discretion of the member issuing the notice of violation. The following is a recommended guideline for the amount of time allowed to fix a violation:

VIOLATION	BUSINESS DAYS TO CORRECT
Fire Protection System Repairs	Immediate – 5
Electrical Issues	Immediate – 20
Flammable Liquids (excessive/incapable)	Immediate – 5
Housekeeping	1 – 10
Exit Signs not working	1-5
Exit Doors locked/blocked/inoperable	Immediate
Emergency Light not working	1-5
Immediate Life Safety Hazard	Immediate - Closing of Business

Prior to issuing the notice or citation, attempt to educate the individual on the consequence of their actions in a polite and professional manner. All violations shall be recorded in Firehouse software for documentation.

If a citation is issued, a copy of the citation shall be submitted to the Rogers Municipal Court (RMC) by the end of the next business day. The RMC employee receiving the citation shall sign the Department's Acknowledgement of Receipt Form. The form shall in return travel to record retention with a copy of the citation.

At the request of the RMC the member issuing the citation shall appear in court. Minimum dress code shall be Class "A" work as described in SOP# 104.