# Spills and Complaints Response Program
# Enforcement Tracking Form

Incident Number: _____ Investigator Name: _____

_____ _____
(Incident Business Name – if none, leave blank) (Business Phone Number)

_____
(Incident Address/Location Description)

_____ _____
(Responsible Party Name) (R.P. Phone Number)

1. Investigations:
   Initial Date:_____
   Violations: _____
   _____
   _____
   _____
   _____
   _____

   Followup Date:_____
   Violations: _____
   _____
   _____
   _____
   _____
   _____

   [Pictures taken: Yes ☐ No ☐ ]

2. **Enforcement letter** sent? Yes ☐ No ☐ If Yes, date sent _____
   Deadline date specified in letter _____
   Date of inspector visit. _____ [Pictures taken: Yes ☐ No ☐ ]
   [Complied: Yes ☐ No ☐ If Yes, date _____]

3. **Second enforcement letter** sent? Yes ☐ No ☐ If Yes, date sent _____
   Deadline date specified in letter _____
   Date of inspector visit. _____ [Pictures taken: Yes ☐ No ☐ ]
   [Complied: Yes ☐ No ☐ If Yes, date _____]

Comments: _____

_____

5. Date referred for legal action. _____

Comments: _____

6. Complaint filed. Yes ☐ No ☐ Date case closed. _____

   If no, why: _____

7. If yes, anticipated docket date._____
   [Complied. Yes ☐ No ☐ Date_____]

8. Defendant appears at docket call. Yes ☐ No ☐

9. If no, date warrant for arrest issued. _____
   [Arrest date. _____]
   [Anticipated re-issued docket date. _____]

   If no, date warrant for arrest issued. _____
   [Arrest date. _____]
   [Anticipated re-issued docket date. _____]

   If no, date warrant for arrest issued. _____
   [Arrest date. _____]
   [Anticipated re-issued docket date. _____]

10. If yes (from #8), Trial: Yes ☐ No ☐ if Yes, trial date. _____
    Deferral: Yes ☐ No ☐ if Yes, go to #13.
    Guilty Plea: Yes ☐ No ☐ if Yes, go to #12

Comments_____

11. If trial, verdict: Guilty ☐ Not guilty ☐ Case Dismissed ☐
    Date trial closed. _____
    If does not show up for trial, go back to #9 to document next warrant for arrest.

12. If guilty, penalty is _____

    _____

13. If deferral, conditions are _____

    _____

    _____
    [Amount of bond posted $_____ Deferral start date _____Deferral deadline _____]

14. Deferral complied. Yes ☐ (Charges dropped) No ☐ (Guilty)

15. If guilty, go back to #12.