

The first step is to navigate to the **part of code** to be downloaded

The screenshot shows the CivicPlus interface for Hometown, FL. The breadcrumb trail is: Hometown, Florida - Code... / PART I - GENERAL ORDINANCES / Chapter 1 - GENERAL PROVISIONS / ARTICLE II. - ORDINANCE ENFORCEMENT / Sec. 1-41. - Citation method for enforcement of ordinances. The left-hand navigation menu is expanded to show 'PART I - GENERAL ORDINANCES', with 'ARTICLE II. - ORDINANCE ENFORCEMENT' selected. Under this article, 'Sec. 1-41. - Citation method for enforcement of ordinances.' is highlighted with a red box. The main content area displays the text of Section 1-41, which states that the city elects to use a citation method other than those for which a statutory counterpart exists. Below this, Section 1-42 is also visible, detailing the requirements for a citation, such as including the name and address of the violator, a description of the violation, and the time and place of the offense.

Select the **Download** button (blue and white document icon) above the section to be downloaded

The screenshot displays the CivicPlus interface for Hometown, FL. The breadcrumb trail indicates the path: Hometown, Florida - Code... / PART I - GENERAL ORDINANCES / Chapter 1 - GENERAL PROVISIONS / ARTICLE II. - ORDINANCE ENFORCEMENT / Sec. 1-41. - Citation method... The left sidebar shows a tree view of the ordinance structure, with 'ARTICLE II. - ORDINANCE ENFORCEMENT' expanded. Under this article, 'Sec. 1-41. - Citation method for enforcement of ordinances.' is highlighted in blue. The main content area shows the text of Section 1-41, including the citation method and a list of requirements for citations. Above the text, a toolbar contains several icons, including a blue and white document icon representing the 'Download (Docx)' button, which is highlighted with a red box. Other icons include a magnifying glass, a printer, and social media links.

Ensure the checkboxes next to the desired **Articles** or **Sections** are checked. Note: Click the blue **+** and **-** buttons to expand or collapse the list of options, and check or uncheck articles and sections of code, as necessary.

The screenshot displays the CivicPlus interface for Hometown, FL. The main content area shows the ordinance structure: PART I - GENERAL ORDINANCES, Chapter 1 - GENERAL PROVISIONS, ARTICLE I. - IN GENERAL, and ARTICLE II. - ORDINANCE ENFORCEMENT. Under ARTICLE II, Section 1-41 is highlighted with a blue box. The text for Section 1-41 is visible: "Sec. 1-41. - Citation method for enforcement of ordinances. Pursuant to the authority of Wis. Stats. § 66.0113, the city hereby elects to use the citation method for enforcement of ordinances which a statutory counterpart exists. (Prior Code, § 22.01) Sec. 1-42. - The citation. The citation shall contain the following: (1) The name and address of the alleged violator. (2) Factual allegations describing the alleged violation. (3) The time and place of the offense. (4) The section of the ordinance violated. (5) A designation of the offense in such manner as can readily be understood. (6) The time at which the alleged violator may appear in court. (7) A statement which in essence informs the alleged violator: a. That a cash deposit based on the schedule established by this chapter shall be made to the clerk of the county court or the city police chief or his designated officer prior to the hearing. b. That, if a cash deposit is made, no appearance in court is necessary. c. That, if a cash deposit is made and the alleged violator does not appear at the hearing, a summons will be issued for the alleged violator to appear at the hearing. d. That, if no cash deposit is made and the alleged violator does not appear at the hearing, the court shall collect the forfeiture up to the maximum permitted by law. (8) A direction that, if the alleged violator elects to make a cash deposit, the court shall collect the forfeiture up to the maximum permitted by law."

On the right side, a "Download (Docx)" dialog box is open, showing a tree view of the Code of Ordinances. The tree view is expanded to show the following structure:

- PART I - GENERAL ORDINANCES
 - Chapter 1 - GENERAL PROVISIONS
 - ARTICLE I. - IN GENERAL
 - ARTICLE II. - ORDINANCE ENFORCEMENT
 - Sec. 1-41. - Citation method for enforcement of ordinances.
 - Sec. 1-42. - The citation.
 - Sec. 1-43. - Schedule of deposits.
 - Sec. 1-44. - Issuance of citations.
 - Chapter 2 - ADMINISTRATION
 - Chapter 4 - ALCOHOL BEVERAGES
 - Chapter 6 - ANIMALS
 - Chapter 8 - CEMETERIES
 - Chapter 10 - COMMUNITY DEVELOPMENT
 - Chapter 12 - ELECTIONS
 - Chapter 14 - EMERGENCY MANAGEMENT AND EMERGENCY SERVICES

At the bottom of the dialog box, the filename is "Sec. 1-41. - Citation method for enforcement of ordinances.docx" and there is a "DOWNLOAD" button.



Edit the **Filename**, if desired

The screenshot shows the CivicPlus interface for Hometown, FL. The main content area displays the following structure:

- Hometown, Florida - Code... / PART I - GENERAL ORDINANCES / Chapter 1 - GENERAL PROVISIONS / ARTICLE II. - ORDINANCE ENFORCEMENT / Sec. 1-41. - Citation method for enforcement of ordinances.
- VERSION: JUN 30, 2015 (CURRENT)
- PART I - GENERAL ORDINANCES
 - Chapter 1 - GENERAL PROVISIONS
 - ARTICLE I. - IN GENERAL
 - ARTICLE II. - ORDINANCE ENFORCEMENT
 - Sec. 1-41. - Citation method for enforcement of ordinances.**
 - Sec. 1-42. - The citation.
 - Sec. 1-43. - Schedule of deposits.
 - Sec. 1-44. - Issuance of citations.
 - Chapter 2 - ADMINISTRATION
 - Chapter 4 - ALCOHOL BEVERAGES
 - Chapter 6 - ANIMALS
 - Chapter 8 - CEMETERIES
 - Chapter 10 - COMMUNITY DEVELOPMENT
 - Chapter 12 - ELECTIONS
 - Chapter 14 - EMERGENCY MANAGEMENT AND EMERGENCY SERVICES
 - Chapter 16 - ENVIRONMENT AND...

The 'Download (Docx)' dialog box on the right shows the following tree view:

- Code of Ordinances
 - PART I - GENERAL ORDINANCES
 - Chapter 1 - GENERAL PROVISIONS
 - ARTICLE I. - IN GENERAL
 - ARTICLE II. - ORDINANCE ENFORCEMENT
 - Sec. 1-41. - Citation method for enforcement of ordinances.
 - Sec. 1-42. - The citation.
 - Sec. 1-43. - Schedule of deposits.
 - Sec. 1-44. - Issuance of citations.
 - Chapter 2 - ADMINISTRATION
 - Chapter 4 - ALCOHOL BEVERAGES
 - Chapter 6 - ANIMALS
 - Chapter 8 - CEMETERIES
 - Chapter 10 - COMMUNITY DEVELOPMENT
 - Chapter 12 - ELECTIONS
 - Chapter 14 - EMERGENCY MANAGEMENT AND EMERGENCY SERVICES

The filename 'Sec. 1-41. - Citation method...' is highlighted in a red box, and a 'DOWNLOAD' button is visible at the bottom right of the dialog.



Click Download

The screenshot displays the CivicPlus interface for Hometown, FL. The main content area shows the 'Code of Ordinances' with a tree view on the left and a detailed view of 'ARTICLE II. - ORDINANCE ENFORCEMENT'. The selected document is 'Sec. 1-41. - Citation method for enforcement of ordinances.' A 'Download (Docx)' window is open on the right, showing the document's filename and a 'DOWNLOAD' button highlighted with a red box.

Hometown, FL

Search or jump to

Hometown, Florida - Code... / PART I - GENERAL ORDI... / Chapter 1 - GENERAL P... / ARTICLE II. - ORDINANC... / Sec. 1-41. - Citation met...

VERSION: JUN 30, 2015 (CURRENT)

- PART I - GENERAL ORDINANCES
 - Chapter 1 - GENERAL PROVISIONS
 - ARTICLE I. - IN GENERAL
 - ARTICLE II. - ORDINANCE ENFORCEMENT
 - Sec. 1-41. - Citation method for enforcement of ordinances.**
 - Sec. 1-42. - The citation.
 - Sec. 1-43. - Schedule of deposits.
 - Sec. 1-44. - Issuance of citations.
 - Chapter 2 - ADMINISTRATION
 - Chapter 4 - ALCOHOL BEVERAGES
 - Chapter 6 - ANIMALS
 - Chapter 8 - CEMETERIES
 - Chapter 10 - COMMUNITY DEVELOPMENT
 - Chapter 12 - ELECTIONS
 - Chapter 14 - EMERGENCY MANAGEMENT AND EMERGENCY SERVICES
 - Chapter 16 - ENVIRONMENT AND

Secs. 1-12—1-40. - Reserved.

ARTICLE II. - ORDINANCE ENFORCEMENT

Sec. 1-41. - Citation method for enforcement of ordinances.

Pursuant to the authority of Wis. Stats. § 66.0113, the city hereby elects to use the citation method for enforcement of ordinances which a statutory counterpart exists.

(Prior Code, § 22.01)

Sec. 1-42. - The citation.

The citation shall contain the following:

- (1) The name and address of the alleged violator.
- (2) Factual allegations describing the alleged violation.
- (3) The time and place of the offense.
- (4) The section of the ordinance violated.
- (5) A designation of the offense in such manner as can readily be understood.
- (6) The time at which the alleged violator may appear in court.
- (7) A statement which in essence informs the alleged violator:
 - a. That a cash deposit based on the schedule established by this chapter shall be made to the clerk of the county court or the city police chief or his designated officer prior to the hearing.
 - b. That, if a cash deposit is made, no appearance in court is necessary.
 - c. That, if a cash deposit is made and the alleged violator does not appear in court, a contest and summons will be issued for the alleged violator to appear in court.
 - d. That, if no cash deposit is made and the alleged violator does not appear in court, the citation shall be returned to the violator to collect the forfeiture up to the maximum permitted by law.
- (8) A direction that, if the alleged violator elects to make a cash deposit, the citation shall be returned to the violator to collect the forfeiture up to the maximum permitted by law.

A download notification will appear

The screenshot shows a web application interface for 'Hometown, FL'. The main content area displays 'ARTICLE II. - ORDINANCE ENFORCEMENT' and 'Sec. 1-41. - Citation method for enforcement of ordinances.' A blue notification box with a red border is overlaid on the right side of the page, containing the following text:

Coming right up!
 Your Word download is being prepared, which may take seconds but could also take minutes. You will receive a notification when it is ready.
 Feel free to close this.

At the bottom of the notification box, there is a 'CLOSE' button and a 'DOWNLOAD' button. The filename 'Sec. 1-41. - Citation method...' is visible next to the download button.



That's it! You can now open your downloaded document and view, edit, or save it as desired. You have just completed a practice tutorial, now go try it on your site!

The screenshot displays the CivicPlus interface for Hometown, FL. The breadcrumb trail indicates the path: Hometown, Florida - Code... / PART I - GENERAL ORDI... / Chapter 1 - GENERAL P... / ARTICLE II. - ORDINANC... / Sec. 1-41. - Citation met... The version is identified as JUN 30, 2015 (CURRENT). A sidebar on the left lists various chapters, including Chapter 16 through Chapter 46. The main content area shows the text for Section 1-41, 'Citation method for enforcement of ordinances', and Section 1-42, 'The citation'. Section 1-41 states that the city elects to use the citation method of enforcement of ordinances other than those for which a statutory counterpart exists, referencing Wis. Stats. § 66.0113 and the prior code § 22.01. Section 1-42 details the requirements for a citation, listing nine items: (1) Name and address of the alleged violator; (2) Factual allegations describing the alleged violation; (3) Time and place of the offense; (4) The section of the ordinance violated; (5) A designation of the offense in such manner as can readily be understood by a person making a reasonable effort to do so; (6) The time at which the alleged violator may appear in court; (7) A statement which in essence informs the alleged violator, with sub-points (a) through (d) detailing cash deposit requirements and nonappearance consequences; (8) A direction that the statement required under subsection (7) be signed and presented with the cash deposit; and (9) The form of the citation is on file in the city hall and is incorporated into this chapter by reference. The prior code reference § 22.02 is also noted.



Scan to go to the interactive player