

CODE ENFORCEMENT BOARD POLICY – HEARING DECORUM

PLEASE:

1. **SIGN IN UPON ARRIVAL** – This will insure that your case is called timely.
2. If you have a handicap, please advise us – we will make every effort to accommodate you.
3. **Turn off all cell phones, pagers or other equipment that may disrupt the hearings.**
4. **Be considerate and polite at all times.**
5. Please be seated until your hearing is called. **Remain seated at all times**, unless you need to leave the hearing room.
6. If you do need to leave, for whatever reason, please notify one of the staff members so that if your case comes up we are aware that you have stepped out.

GENERAL:

7. Hearings are held until all cases have been called and can last until late morning or afternoon, whichever is applicable.
8. If we are still conducting hearings at 3:00 pm, we may break for approximately 10 minutes to allow you, if you are parked in a bus lane, to move your vehicle to prevent it from being towed.

Adopted: _____

CHAIRPERSON, LOUISVILLE METRO
CODE ENFORCEMENT