**Guidance Document G**

**Guidelines for Case Referrals**

1. In accordance with the Level of Effort Guidance (Guidance Document F), the CONTRACTOR shall refer facilities to the Department if the facilities don’t timely return to compliance through efforts by the CONTRACTOR.
2. The CONTRACTOR shall refer facilities as necessary to the Department through the Enforcement Referral Activities tab within the Enforcement Project in FIRST
3. In addition, the CONTRACTOR shall prepare a memorandum to the appropriate District office stating that the CONTRACTOR is referring the case for enforcement.  The memorandum should be inserted as an attachment within the Enforcement Referral Activity in FIRST.
4. The memorandum should include the following:
5. The facility name and DEP Facility ID Number, and a short summary of the open violations.  It should also name the staff that will available for questions, meetings, depositions, hearings, and other enforcement-related activities.
6. A chronology of events leading to the referral.  The chronology should describe any attempts to resolve the non-compliance issues, including telephone logs and other pertinent correspondence between the County and the Responsible Parties (RPs).
7. Names, telephone numbers, e-mail addresses if known, and physical addresses of the RPs. Links to the county property appraiser’s office websites, the Clerk of Court’s office websites, and corporate records website (helpful resources for determining ownership interest) are:

Florida Department of Revenue – Property Appraisers: <http://floridarevenue.com/property/Pages/LocalOfficials.aspx>.

Florida Court Clerks and Comptrollers:

<https://www.flclerks.com/default.aspx>

Corporate records from the Department of State (Sunbiz.org):

<http://dos.myflorida.com/sunbiz/>

1. Copies of all letters or emails that have been sent to or received from the RPs, and that are not available in FIRST. Please note that prior to referring a facility, all potential RPs must have been contacted directly when the issues identified in the initial Compliance Assistance letter have not been timely resolved.

e. Copies of photographs of the violations where appropriate and that are not available in FIRST.