

Staff Report

Subject: Adoption of Code Enforcement Policy and Procedure Manual
Author: Greg Hood, Senior Code Enforcement Officer
Department: Development Services
Meeting Date: March 19, 2023
Item Description: Consideration to approve a manual containing policies and procedures for the office of Code Enforcement.

Summary Recommendation

Staff recommends **approval** of the Code Enforcement Policy and Procedure Manual

Executive Summary/Background

- This manual will provide the organization and standards for daily operations and procedures.
- It will emphasize conformity for officers, where all investigations are conducted in a similar manner.
- The manual will set precedent for officers and will serve as a field guide for investigative procedures.
- Establishes a policy standard to protect the county from liability in legal action.

Alternatives

1. **Approve** the adoption of the Code Enforcement Policy and Procedure Manual.
2. **Deny** the adoption of the Code Enforcement Policy and Procedure Manual.

Recommended Alternative: 1

Other Alternatives: 2

Department Review: Development Services

FUNDING: N/A

Attachments: 1. Policy and Procedure Manual